WARRICK COUNTY, INDIANA

EMPLOYEE HANDBOOK

AS AMENDED: OCTOBER 23, 2017

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Mission Statement and Introduction

Welcome to Warrick County! Our employees are a vital part of an administration that is dedicated to effectively and efficiently serving the citizens of Warrick County. As County employees we strive to provide outstanding service to all Warrick County citizens.

This is your Warrick County Employee Handbook. It has been developed to serve as a quick and convenient source of information, and it has been prepared in the hope that it will answer many of the questions that you may have as a County employee.

This handbook is not an employment agreement or a contract, however, and the contents may be amended from time to time, without prior written or verbal notice.

Warrick County Personnel Policies

1.0 Orientation

Once employed by the County, the office supervisor shall conduct an informal orientation to familiarize the new employee with the County. The HR Director, or County designee, will provide the new employee with a copy of the Warrick County Employee Handbook.

On the first day of employment the employee, must complete all the necessary paperwork with the HR Director, or County designee, with regards to payroll deductions, benefits, etc.

1.1 Equal Employment Opportunity Policy

Warrick County is committed to a policy of equal employment opportunity for all applicants and employees. Under this policy, applicants and employees shall be treated fairly and equally and employment decisions shall comply with all applicable local, state, and federal employment discrimination laws. In this regard, all employment decisions will be made without regard to race, color, gender, sex, religion, national origin, ancestry, age, disability, veteran's status, or (in the case of U.S. citizens or intending citizens) citizenship. In addition, the County will not tolerate any discriminatory employment practice or procedure by anyone, including co-workers, supervisors, and visitors. This policy applies to all employment practices and procedures including, but not limited to, recruiting, hiring, compensation, training, promotions, termination, and all other terms and conditions of employment, and all position notices, posting, advertisements, and recruiting literature shall contain the phrase "An Equal Opportunity Employer."

1.2 Warrick County Personnel Policy

This handbook is designed to provide you with the information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Warrick 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 handbook is intended to, in any sense, constitute a contract of employment. The state of Indiana is an "at-will" employment state and Warrick County is an "at will" employer. This means that the Employee may resign at any time and the Employer may discharge an Employee at any time, with or without cause. These policies and procedures apply to all Warrick County employees, except when in conflict with special employment conditions by the appropriate authorities such as collective bargaining agreements.

1.3 Drug-Free Workplace Policy

The County requires that all employees report for work in a condition that allows them to perform their duties in a safe and efficient manner. Employees will not be permitted to work under the influence of alcohol or illegal drugs/controlled substances that may adversely affect safe job performance. This policy applies to all employees of the County.

In accordance with the Drug-Free Workplace Act of 1988 and the State of Indiana Drug-Free Workplace Executive Order No. 90-5 of 1990, the County is committed to maintaining a drug-free workplace, thereby ensuring a safe, healthy and productive work environment. Failure to comply with this law could jeopardize government funds that the County receives. Accordingly, adherence to the County's Drug-Free Workplace Policy is a condition of continued employment, and violation of this policy will be considered just cause for disciplinary action up to and including discharge, even for a first offense. In addition, refusal to adhere to any part of this policy may lead to disciplinary action up to and including discharge.

This policy and related procedures may be modified by the County at any time in order to comply with any applicable federal, state or local laws or to better serve the needs of the County. This policy will be applied in a manner that is in compliance with all applicable federal, state, and local law.

1.3.1 Illegal Drugs/Controlled Substances

Controlled substances are defined in the Controlled Substance Act (21 U.S.C. § 802), and the definition of controlled substances under this policy is intended to mean controlled substances which have not been prescribed by a licensed physician or dentist for specific treatment purposes for the employee.

The unlawful manufacture, possession, sale, distribution, transfer, purchase or use of illegal drugs or controlled substances while on the County's property, while attending County-related activities, while on duty, or while operating a vehicle or machine leased or owned by the County is inconsistent with the County's objective of maintaining a drug-free workplace, operating in a safe and efficient manner, and is therefore prohibited. Accordingly, no employee shall use or have in his or her possession illegal drugs/controlled substances during working time, on County premises (including vehicles used for County business), or while conducting County business at any time. Additionally, no employee shall report to work under the influence of illegal drugs or controlled substances.

Law enforcement officers will be notified whenever suspected illegal drugs are found on County premises or the County has reason to believe employees may be involved with selling, distributing, or purchasing illegal drugs or controlled substances while on County property. Any illegal substances found on such premises will be turned over to the law enforcement officers and may lead to criminal prosecution.

1.3.2 Alcohol

The use of alcohol on the job or on County premises is prohibited, unless the use is part of an authorized official event. Use of alcohol in County vehicles or equipment used for County business is strictly prohibited.

Alcohol possession applies to all open or unsealed alcoholic beverage containers. Such containers are not allowed on the job or on County premises, unless their possession is part of an authorized official event. Possession of such containers in vehicles used for County business is never authorized.

1.3.3 Employee Rehabilitation

Determinations associated with assisting employees who are at risk of health or performance deterioration will be made on a case-by-case basis. Employees may use physician prescribed medication, provided that the use of such drugs does not adversely affect job performance or the safety of the employee or other individuals in the work place.

Employees who voluntarily request assistance in dealing with a substance abuse problem (prior to a violation under this Policy) will generally be offered an unpaid leave of absence option consistent with the present policies and practices of the County. Employees with any sort of alcohol or substance abuse problem are encouraged to come forward to seek counseling and rehabilitation. Upon verification of a successful completion of a treatment program (paid for by the employee), the employee may be subject to unannounced periodic drug and/or alcohol testing based upon the particular facts and circumstances. Any positive subsequent test may result in the employee's immediate dismissal.

Voluntary treatment for alcohol or drug abuse will not prevent disciplinary action for violation of this policy or any other County policy.

1.3.4 Testing

The County is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide samples (*e.g.*, breath, urine) to determine the illicit use of unauthorized substances, including but not limited to marijuana, cocaine, opiates, amphetamines, alcohol, barbiturates, THC, phencyclidine (PCP), methadone, oxycodone, propoxyphene and any other substance as may be determined from time to time. The County will attempt to protect the confidentiality of all drug test results. However, these records may be released if compelled by law or judicial or administrative process.

Drug tests may be conducted in the following situations:

(1) **Pre-Employment, Post-Offer**. New employees who are made a conditional offer of employment will generally be required to successfully complete a drug test prior

to commencing employment. Forms required to complete the test are available through the Drug & Alcohol Testing Coordinator for the County.

(2) **Reasonable Suspicion Testing**. Employees will be required to submit to alcohol and/or drug testing whenever their supervisor/department head has a reasonable suspicion based on the employees' behavior or physical symptoms or reactions upon the supervisor/department head's request. Refusal to consent will be construed as a positive result and the employee will be subject to discipline up to and including immediate dismissal.

(3) **Post-Accident Testing**. An employee involved in a work-related accident which results in either the death or injury of persons, or damage to property may – at the discretion of the County – be required to undergo post-accident testing, based upon the particular facts and circumstances. All testing must be completed within the following: drug test within thirty-two (32) hours of the accident; alcohol test within eight (8) hours of the accident. The employee involved should abstain from using alcohol until after the determination is made.

(4) **Return to Duty and Follow-Up Testing**. These tests may be done in appropriate situations at the County's discretion, such as a return to work pursuant to a Last Chance Agreement. Any further confirmed positive results will result in dismissal from employment.

(5) **Commercial Drivers License/Safety Sensitive Positions Testing**. The County is committed to compliance with the Federal Motor Carrier Safety Regulations. County personnel whose job descriptions require them to possess a commercial driver's license ("CDL") must (a) pass all required written, driving and health tests or examinations (b) maintain a good driving record such as not to be subject to any license suspensions or forfeitures, or not to be subject to any adverse actions by the County's liability insurance carrier, including but not limited to, a determination not to provide coverage for such employee or to provide coverage only upon an increased premium over what the County pays for others with a CDL (c) maintain the CDL so long as it is required by the employees' job description and (d) are subject to random testing and alcohol testing.

Additionally, County personnel whose job descriptions require them to possess a CDL must inform the County of any therapeutic drug use. If a County CDL driver is prescribed a controlled substance by his or her physician, then he or she may not drive a CMV for the County until (a) he or she is no longer taking said controlled substance, or (b) he or she provides the County with a Commercial Motor Vehicle Driver Prescription Use Form signed by a medical examiner which states that the substances in the CDL driver's prescription will not adversely affect said driver's ability to safely operate a commercial motor vehicle.

Employees who are not required to hold a CDL but who hold safety-sensitive positions, including any public safety position, may also be subject to random drug and alcohol testing. This includes truck drivers, light equipment operators, heavy

equipment operators, mechanics, parts room personnel, fuel truck driver, sign personnel, laborers, dispatchers, and management staff, whether they are full-time, part-time or volunteer.

1.3.5 Violations

Employees who violate this policy with either a positive test result, a refusal to test, or other appropriate circumstances will be subject to disciplinary action up to and including termination of employment. A failure to test includes circumstances where the employee: (1) fails to provide adequate breath for testing without valid medical explanation after he/she has received notice of the requirement for breath testing in accordance with this policy; (2) fails to provide adequate urine (or other acceptable medium) for controlled substance testing without a valid medical explanation after he/she has received notice of the requirement for testing in accordance with this policy; (3) fails to provide an adequate sample based upon any medium selected by the testing site; or (4) engages in conduct that clearly obstructs the testing process.

1.3.6 "First Positive" Policy

Any employee who tests positive for Alcohol and/or Drugs will be immediately suspended from all aspects of work for a minimum of thirty (30) days. The employee who receives their first positive test result will remain on suspension without pay until the following criteria are met:

(1) The employee who tests positive must meet with a Substance Abuse Professional (SAP), the expense of which will be the responsibility of the employee.

(2) The employee must successfully complete the Substance Abuse program(s) recommended by the Substance Abuse Professional (SAP).

(3) Upon successful completion of the Substance Abuse program(s), the employee must be re-tested for Alcohol/Drugs via the methods prescribed by Warrick County, utilizing an approved facility for these tests. The test results must be negative.

(4) The employee will be required to submit to random follow-up testing for drugs and/or alcohol. There will be a minimum of six random follow-up tests over a twelve (12) month period starting from the date of his/her return to work. All follow-up testing will be at intervals determined by the Warrick County Board of Commissioners working with the Alcohol/Drug Testing Administrator. All follow-up testing is at the employee's expense.

The above procedures will be utilized for any employee who wishes to participate in the Warrick County "First Positive" program after having a positive test result returned. An employee will have 10 working days from the date of suspension to enroll in the Warrick County First Positive program. He/She must register with the

Alcohol/Drug Testing Administrator and complete and sign the required forms. Any employee who fails to register within the 10-day period will be terminated from employment with and by Warrick County. Additionally, any employee who has a second positive test result during their employment with Warrick County will be immediately terminated.

1.3.7 Canceled Test Policy

The Medical Review Officer ("MRO") of the testing facility or service will issue all urine specimens which the laboratory reports as unacceptable as a Canceled Test. In the event this occurs, the employee will be required to provide another specimen for testing. The employee will be notified of such and have the Cancelled Test explained to him/her before recollection is scheduled. The employee will be required to sign the Verification of Employee Notice of Diluted Specimen form and provide another specimen in the same manner by which all other specimens are collected. The cost of the recollection will be paid for by the County.

If the employee's second specimen is diluted, the employee will have 10 working days from the date of recollection for his/her physician to provide information in writing verifying a medical condition which would contribute to a diluted specimen to the MRO for evaluation. After the MRO reviews the information from the employee's physician, or after not receiving the information from the employee's physician within the 10 working-day period, the MRO will issue a final report to Warrick County. If the final report issued by the MRO for the second specimen is a Canceled Test, due to a diluted specimen, which the MRO finds to have no medical reason, the test result will be considered a Positive Test Result by the County and the employee will be immediately placed on leave status without pay and may be terminated.

1.3.8 Notice of Conviction

Any employee arrested and charged with a criminal drug offense may be placed on leave status by the department head until such time as the charges are resolved by the judicial system. The department head must be notified of any criminal drug conviction no later than 5 days after such conviction.

1.4 Anti-Harassment Policy

Unlawful harassment adversely impacts the morale and productivity of an employer's most valuable asset, its employees. In addition, state and federal law protects employees from sexual and other forms of actionable harassment. In order to ensure a safe and pleasant working environment for all of its employees, the County strictly prohibits, without exception, sexual harassment or other forms of harassment based upon an employee's race, color, gender, sex, religion, national origin, ancestry, age, disability, veteran's status, or (in the case of U.S. citizens or intending citizens) citizenship.

Sexual harassment is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct which shows disrespect, hostility, or aversion to an employee because of an employee's gender. In other words, sexual harassment involves conduct which results in members of one gender being subjected to disadvantageous terms or conditions of employment to which members of the other gender are not subjected. Sexual harassment could also involve verbal, visual, or physical conduct which subjects an employee of the same sex to disadvantageous terms or conditions of employment if the conduct is nevertheless because of that employee's sex. Sexual harassment may also involve conduct by a co-worker or a supervisor that creates a hostile or offensive work environment and which adversely interferes with an Employee's ability to perform his or her work.

Racial harassment is generally defined as treating an employee unfavorably because he or she is of a certain race or because of personal characteristics associated with race, such as hair texture, skin color, or certain facial features. Racial harassment can also occur when an employee is treated unfavorably because the employee is married to, or associated with, a person of a certain race or color. Racial harassment can include racial slurs, offensive or derogatory remarks about a person's race or color, the display of racially-offensive symbols, or other conduct so frequent or severe that it creates a hostile or offensive work environment or results in an adverse employment decision. The individual racially harassing an employee can be the victim's supervisor, a supervisor in another department or office, a co-worker, or other employee.

All such harassment should be reported. Complaints should be directed to department supervisors. In the event that the supervisor or elected official is the person alleged to be harassing an employee, complaints should be directed to the County Attorney in the form of a "Confidential Letter." In such cases, the County Attorney shall take appropriate action as deemed necessary to investigate the complaint, including the use of a third-party investigator. A thorough and impartial investigation will be conducted in a timely and confidential manner. Any employee who is found, after appropriate investigation, to have harassed another employee will be subject to disciplinary action up to and including termination. If the investigation reveals that the complaint was knowingly false, the complaining employee will be subject to discipline. An employee may not be retaliated against or subject to any adverse change in employment in response to a complaint of harassment, unless the complaint is knowingly lacking in merit.

1.5 Americans with Disabilities Act

On January 1, 2009, the Americans with Disabilities Act ("ADA") was amended, making some major changes to the way the definition of disability was interpreted in the past. The changes apply to both the ADA and the Rehabilitation Act.

In the ADA, Congress expressly gave the Equal Employment Opportunity Commission (the "EEOC") the authority to revise its regulations regarding the definition of disability to make them consistent with the Act's purpose. On March 25, 2011, the EEOC issued long-

awaited final regulations. These regulations apply to title I of the ADA and section 501 of the Rehabilitation Act. These are effective as of May 24, 2011.

In addition to Warrick County's policy against discriminatory employment practices as stated in Section 1.1, Warrick County is committed to providing reasonable accommodations for disabled employees as required by the ADA and engaging in an interactive process to assess the extent to which a disability can be accommodated.

For information on ADA, please contact the HR Director, or County designee.

1.6 Employees with Disabilities

Any employee who wishes to discuss his or her needs as a disabled employee should contact the Director of Human Resources or their supervisor. Warrick County is committed to providing reasonable accommodations for disabled employees as required by the ADA.

1.7 County Contracts

The County Commissioners have the **SOLE** authority to enter into contracts on behalf of Warrick County, except to the extent that these powers and duties are expressly assigned to the other elected officers by state statute.

1.8 Electronic Communications Retention Policy

The County is committed to promoting the effective capture, management, and retention of emails and electronic communications. An "email" includes any communicated message or writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the County. Examples of emails, attachments, or other electronic communications that may constitute a public record which are not confidential may include: (1) policies and directives; (2) correspondence or memoranda relating to official business; (3) agendas and minutes of meetings; (4) any document that initiates, authorizes, or completes a business transaction; and (5) final reports or recommendations. Additionally, emails, attachments, or other electronic communications containing confidential or partially confidential information are required to be retained, including emails: (1) declared confidential by state statute; (2) required to be kept confidential by federal law; (3) containing investigatory records of law enforcement; (4) containing attorney work product; (5) containing personnel file information, except for information that must be disclosed; (6) containing interagency or interagency deliberative materials; and (7) covered by Indiana Court Administrative Rule 9. All Warrick County offices and departments that create, use, and manage electronic communications as part of the transaction of Warrick County business shall retain electronic communications in accordance with Warrick County's Electronic Communications Retention Policy.

1.8.1 Responsibility for Retention

The employee who sends the email is responsible for ensuring its proper retention. Duplicates or other copies of internal email may be deleted. However, if an email was sent by an outside agency, a member of the public, or anyone outside the County, the recipient-employee is responsible for its retention. Each department or office is responsible for ensuring complying with its retention schedule for its electronic records. The IT Department is not responsible for the long-term retention of these records.

1.8.2 Method of Retention

Each department or office is responsible for selecting the method of retention to be implemented and carried out in its respective department or office. Email records required to be retained should be retained according to the following methods:

(1) Retaining the email on the equipment's hard drive; and
(2) Retaining the email using archival software.

1.8.3 Mail Attachments

Attachments to an email should be retained or disposed of according to the content of the attachment itself, not necessarily the email which transmits the attachment.

1.8.4 Email Archival

The IT Department will archive Mailbox Data for a period of three (3) years. "Mailbox Data" includes, without limitation, content located in the inbox, sent items, drafts, and contacts folders, as well as calendar items. All Mailbox Data, with the exception of information stored in the contacts folder and calendar items, will be purged after the initial three (3) year archival period. Once the initial three (3) year archival period has passed, the employee and the department or office is responsible for the retention of any electronic records required to be retained longer than three (3) years as provided in Section 1.8.5.

1.8.5 Archived Emails

Email records required to be retained beyond the initial three (3) year archival period may be retained by either:

(1) Printing the email and storing its physical copy in the appropriate file; or
(2) Retaining the email using archival software after arranging for its archival with the IT Department.

1.8.6 Personal Storage Table (.pst) Files

The use or creation of personal storage table (.pst) files are not supported by the IT Department and are not part of the email system.

1.8.7 Litigation Proceedings

Regardless of department or office retention requirements, email and all other electronic correspondence pertaining to anticipated, threatened, or actual legal proceedings must be retained until the litigation has concluded. It is the responsibility of the department or office involved in the anticipated, threatened, or actual litigation to notify the IT Department in writing of the need for the relevant electronic communication not to be destroyed.

1.8.8 Responding to Public Records Requests

It is the responsibility of the department or office whose public records are formally requested to immediately notify, in writing, the IT Department and the County Attorney of the request if the IT Department and/or County Attorney's assistance is required to comply with the request.

1.8.9 Email Accounts when Employment is Terminated

In the event an employee is no longer employed by a department or office, it is said department or office's responsibility to immediately notify the IT Department. The IT Department shall maintain the former employee's mailbox for a minimum of three (3) years thereafter. The former employee's mailbox will be purged after three (3) years unless that former employee's department or office head requests in writing an extension or otherwise notifies the IT Department that items in the email are to be managed by another employee. It is the department or office's obligation to ascertain and determine whether electronic communication stored by the former employee are to be safeguarded and maintained before the three (3) year purge has occurred.

1.8.10 Scope

This policy applies to all County-provided electronic communications equipment used for County business. County employees and/or officials shall not use personal devices, accounts, or equipment, including, without limitation, personal cell phones and/or personal email accounts, to conduct County business. To the extent an employee or official of the County does conduct County business using personal devices, accounts, or equipment, said employee or official shall be subject to the Electronic Communications Retention Policy.

1.8.11 Amendments

Warrick County reserves the right to amend or revise the contents of this policy as is deemed suitable. Each employee will be provided with a notice of all amendments and revisions to this policy.

1.9 Internal Controls Standards Policy

All Warrick County employees shall participate in and complete Internal Controls Standards training as required by Indiana Code § 5-11-1-27(e). Internal Controls Standards training shall be in accordance with the Uniform Internal Control Standards for Indiana Political Subdivisions as established by the Indiana State Board of Accounts. Said standards include: (1) control environment; (2) risk assessment; (3) control activities; (4) information and communication; and (5) monitoring to promote County accountability and transparency. Specific Internal Controls Standards Policy guidelines shall be determined and adopted by the County Commissioners and updated on an ongoing basis

1.9.1 Control Environment

The County and its department heads and officers will demonstrate a commitment to integrity and ethical values. Established standards of conduct are expected to be observed by all throughout the County and are used when evaluating adherence to the values of the County. The County shall oversee the officers' design, implementation, and operation of the County's Internal Control system. County officers will establish an organizational structure, assign responsibility, and delegate authority to achieve the County's objectives. Moreover, officers will demonstrate a commitment to attract, develop, and retain competent individuals, and evaluates performance and holds employees accountable for their internal control responsibilities.

1.9.2 Risk Assessment

County officers will clearly define objectives to enable the identification of risks and clarify the extent to which risk may be tolerated. While considering the risk for fraud, officers will identify, analyze, and respond to risks which related to achieving the defined objectives as well as significant changes that could impact the internal control system.

1.9.3 Control Activities

County officers will design control activities to achieve objectives and respond to risks, including the design of each department and/or office's information system and related control activities implemented to achieve objectives and respond to risks. These control activities will be implemented through office policies enacted by the officers.

1.9.4 Information and Communication

County officers will rely on quality information to achieve the County's objectives and will internally and externally communicate the necessary quality information in doing so.

1.9.5 Monitoring Activities

County officers will establish and operate monitoring activities to oversee the internal control system and evaluate its results. Any deficiencies identified will be remediated by the County officers in a timely manner.

Amendments: March 23, 2015; October 23, 2017.

Employment Policies

2.0 Recruitment – Hiring

Authorization to recruit and hire, to fill a vacancy in an existing or newly created position, rests solely with the elected official, human resources, and designated department heads.

Basic qualifications of formal education, background and experience shall be based upon job requirements as well as dictates of applicable federal, state and local laws and approved by the Warrick County Commissioners.

Whenever vacancies occur or new positions are created, this information will be publicly posted within County facilities. The County encourages internal promotion and transfer whenever possible. At the discretion of management and based upon the urgency and specialization of the job requirements, newspaper and trade journal advertising may be used in recruiting employees. Advertisements will describe the position, basic qualifications, and state that the County is "An Equal Opportunity Employer."

2.1 Employment Categories

It is the intent of the County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. Each employee is designated as either nonexempt or exempt from federal and state wage and hour laws. Nonexempt employees are entitled to overtime pay or compensatory time off under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

Additionally, each employee will belong to one other employment category:

- Probationary employees are those employees who have been employed ninety (90) days or less. All employees, regardless of their status (i.e. full-time, part-time, temporary), are employed on a probationary status until they have completed their first ninety (90) days of their employment. These ninety (90) days are a trial period designed to determine whether the employee is suited to the job and capable of satisfactorily performing the work assigned. Upon satisfactory completion of the orientation period, the employee will qualify as a regular full-time employee, a part-time employee, or a temporary employee. Disciplinary processes and disciplinary policies outlined in this handbook do not apply to employees during their probationary period, whereby an unsatisfactory rating at any time during the probationary period may result in termination of employment either immediately or at the end of the probationary period.

- Regular full-time employees are those employees who are not in a temporary or probationary status, who are employed continuously and regularly scheduled to work the County's full-time schedule – 35 hours a week x 52 weeks a year – and whose salaries fall within the County's annual

budget. Generally speaking, they are eligible for the County's benefit package, subject to the terms, conditions, and limitations of each benefit program.

- Part-time employees are those employees who are not assigned to a temporary or probationary status and who are scheduled to work less than 24 hours per week with a maximum threshold of 28 hours per week. While they do receive all legally mandated benefits, they are ineligible for the County's other benefit programs.

- Seasonal and Temporary employees are those employees who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially dated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits, they are ineligible for the County's other benefit programs. Temporary employees are paid at the initiation salary set forth in the salary ordinance.

2.2 Access to Personnel Files

Personnel files are the property of the County, and access to the information they contain is restricted. With reasonable advance written notice, an employee may review material in his or her file. Upon request, the County may provide an employee with copies of any documents contained in his or her personnel file. This section is subject to the requirements of Indiana's Access to Public Records Act.

2.3 Employee Information

Each employee shall maintain with the employee's department head a current telephone number at which the employee may be reached or at which a message for prompt delivery to any employee can be left.

Additionally, it is the responsibility of each employee to promptly notify the payroll and benefits clerk at the County Auditor's Office of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. Name and address change forms are available in the County Auditor's Office.

2.4 Performance Evaluations

County officeholders and supervisors are encouraged to evaluate each employee's performance at a minimum of an annual basis. Employee evaluation forms may be obtained by contacting the County Administrator or Human Resources. Managing and evaluating your job performance is a continuing responsibility of your supervisor. One of the purposes of a performance evaluation is to let you know how you are performing in a

given period of time. In addition, the performance evaluation also guides you in developing your individual skills to the highest possible level.

2.5 Outside Employment

While outside employment is not generally prohibited, such employment must not present a conflict of interest with your County employment, impede or otherwise affect your ability to properly perform your job duties, or interfere with your ability to work overtime or additional hours as needed. Further employees must comply with the rules of ethics concerning potential conflicts of interest. Use of County equipment, materials, premises, or time in connection with outside employment is prohibited. Outside employment will not be considered a valid reason for absenteeism, tardiness, or poor job performance

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the County. Employees must inform their supervisors of outside employment.

All employees will be judged by the same performance standards and will be subject to the employer's scheduling demands, regardless of any existing outside work requirements. If the County determines that an employee's outside work interferes with the performance or ability to meet the requirements of the employee's position with the County, as it is modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with the County.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on the County. County employees are encouraged to file a conflict of interest statement with the County Clerk, State Board of Accounts and Auditor whenever an employee's outside business activities are directly or indirectly linked to the County in a business relationship such as vendor, supplier, contractor or independent subcontractor.

2.6 Requests for Information

Occasionally, employees of the County are contacted by nonemployees seeking copies of County records, policies, practices, or projects. Employees shall treat any and all such requests for information as a formal request pursuant to the Indiana Access to Public Records Act and immediately notify the head of the employee's department or office and the County Attorney.

Amendments: May 28, 2013; December 22, 2014; March 23, 2015; October 23, 2017.

Salary Administration

3.0 Work Week and Work Schedules

Except for the special tour of duty rules applicable to law enforcement employees and as otherwise stated herein, the work week for all County employees shall consist of forty (40) hours, comprised of five (5) consecutive days with one (1) compensated hour for lunch. Normal work days shall be Monday through Friday.

For Highway Department employees, the work week shall consist of forty (40) hours, which may be comprised of four (4) consecutive ten (10) hour work days with one (1) compensated hour for lunch per day (as more specifically described in Section 3.2) at the discretion of the Highway Department Supervisor.

Individual department heads and supervisors may arrange individual employee work schedules, set meal periods, starting and quitting times, according to the needs of each office and department.

3.1 Extreme Weather Conditions

During periods of extreme snow/ice or other circumstances which could cause closure of the Courthouse and annexes, employees should listen to local radio and television stations for closure or delayed work notice. The Commissioners will make a decision as early as possible on the affected day, unless emergency requires early closure after the work day has started.

In the event the Commissioners should decide early closure is necessary, regular full-time employees will be compensated as follows:

1) if at the time of the publication of the early closure the employee has begun his or her work day according to his or her normal work schedule but has worked one-half or less of his or her normal work schedule, the employee shall be compensated for one-half of a normal work day at his or her regular rate of compensation; and

2) if at the time of the publication of the early closure the employee has begun his or her work day according to his or her normal work schedule and has worked more than one-half of his or her normal work schedule, the employee shall be compensated for a full day at his or her regular rate of compensation.

For example:

Employee A's normal work day is 8:00 a.m. to 4:00 p.m. and early closure is announced at 9:00 a.m. Employee A shall be compensated for four (4) hours at his or her regular rate of compensation. However, if early closure is announced at 12:15 p.m., Employee A shall be compensated for a full day at his or her regular rate of compensation.

3.2 Work Hours

Except as otherwise stated herein, the normal work schedule will be forty (40) hours per week, from 8:00 a.m. to 4:00 p.m., five (5) days per week. Actual Hours Worked shall be thirty-five (35) hours per week. No overtime or comp time shall be earned unless Actual Hours Worked exceeds forty (40) hours in any given week. The lunch hour each day shall be one (1) hour and shall be compensated. Employees are not required to take their lunch break within the workplace, and they shall not be required to perform any duties of said employee's position during said compensated lunch hour.

For Highway Department employees, the normal work schedule will be forty (40) hours per week, which may be from 6:00 a.m. to 4:00 p.m., four (4) days per week. Actual Hours Worked shall be thirty-six (36) hours per week. No overtime or comp time shall be earned unless Actual Hours Worked exceeds forty (40) hours in any given week. The lunch hour each day shall be one (1) hour and shall be compensated, but shall not count towards Actual Hours Worked. Employees are not required to take their lunch break within the workplace.

For purposes of this section and unless otherwise stated, "Actual Hours Worked" shall mean the hours an employee is actually working and does not include time spent on lunch or break, vacation, or sick days.

3.3 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. Tampering with, altering or falsifying time records, or recording time on another employee's time record shall result in disciplinary action, including discharge.

Once received, the County Auditor shall keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Commissioners may require time clocks in any office.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved by the department head before work is performed.

3.4 Paydays

The payroll schedule is established by the Warrick County Auditor. Generally speaking, the County has two pay days per month. Employees may contact their supervisor for the pay schedule.

Full-time County employees shall receive credit for time worked on all official holidays unless such employee is suspended or on unpaid leave during such holiday.

3.5 Resignation

The County works hard to treat its employees fairly. Sometimes employees leave despite our best efforts. Employees leave because they want to leave – they move, find themselves in different circumstances, or simply want a change. Employees who decide to resign their employment with the County are asked to provide their supervisor with two weeks written notice. This will allow the County time to find and train your replacement.

Prior to an employee's departure, an exit interview may be scheduled with the elected official or department head to discuss the reasons for resignation and the effect of the resignation on benefits. Final paychecks, which include accrued time, will be processed on the next payroll.

3.6 Return of Property

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All property must be returned by employees on or before their last day of work. The County may also take all action deemed appropriate to recover or protect its property.

3.7 Overtime and Comp Time

Federal and state law require employers to pay non-exempt employees one-and-a-half times their regular rate of pay in overtime compensation when such employees work more than forty (40) hours during a work week. Accordingly, the County will pay overtime compensation to non-exempt employees whose Actual Hours Worked exceeds forty (40) hours in a work week.

Highway Department employees who are called in to work after the normal work schedule, as defined in Section 3.2, will be compensated for a minimum of four (4) hours at his or her regular rate of compensation. Highway Department employees who are called in to work on Sundays or on holidays shall be compensated for a minimum of four (4) hours at two (2) times the employee's regular rate of compensation.

All employees of Warrick County shall accept comp time in lieu of paid overtime, except as otherwise provided herein. With prior approval of their department or office head, and subject to Section 4.10 on worker's compensation benefits, employees whose Actual Hours Worked exceed 40 hours in a work week shall take any hours that they work in excess of forty (40) hours as comp time. Comp time shall be earned at a rate of one and one-half (1½) times the Actual Hours Worked over forty (40) hours in a work week. By way of example: if an employee has a total of forty-four (44) Actual Hours Worked in a work week (4 hours overtime) that employee is entitled to six (6) hours (1 ½ times 4 hours) of comp time. Employees can accrue a maximum of 240 hours of comp time per calendar year. An employee's reasonably timely request for use of comp time will be granted, unless the employee's absence will unduly disrupt the operation of the department or office.

For purposes of this section and unless otherwise stated, "Actual Hours Worked" shall mean the hours an employee is actually working and does not include time spent on lunch or break, vacation, or sick days.

3.8 Seniority/Longevity

Employees with one (1) or more years of service that may leave the county's employ (e.g. Section 4.9) for a period not to exceed one (1) year may return to the county's employ without losing their previously accrued longevity or seniority. However, there is no longevity or seniority accrued for the period of the employee's leave of absence.

Regardless of employment status (union, non-union, salaried, hourly, appointed, etc.) that length of time a person receives compensation from Warrick County counts toward the individual's longevity. This allows employees to continue their years of service with the county regardless of their employment status.

Amendments: October 28, 2013; December 22, 2014; March 23, 2015; October 23. 2017.

Employee Benefits

4.0 Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to take vacation time as described in this policy, subject to Section 4.10 on worker's compensation benefits, except that the Sheriff's Merit Board regulations regarding vacations shall prevail over this policy. The amount of paid vacation time employees are eligible to take shall increase with the length of continuous service.

Once employees enter an eligible employment classification, they may take vacation time according to the below schedule. An employee shall be entitled to use vacation time during the calendar year earned according to the following schedule:

Years of Continuous Service	Vacation Earned
6 months	5 working days*
1 years	10 working days
7 years	15 working days
10 years	20 working days
20 years	25 working days

*New employees hired on or before June 15th are eligible to take five (5) working days of vacation during the remainder of that calendar year. Employees hired on or after June 16th will receive ten (10) working days of vacation at the beginning of the next calendar year and may use five (5) of these days after they complete six (6) months of employment.

To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Employees must take them in the benefit year – measured from the employee's anniversary date with the County – or they will be forfeited unless approved by the Board of Commissioners. However, employees with twenty-five (25) working days of vacation shall have the right to "sell" up to and including ten (10) working days of their vacation to the County. Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of employment, based on the schedule above. By way of example: An employee who has continuously been employed for ten (10) years who is then terminated on January 31 will be paid 1/12 of the 20 unused vacation days (or 1 and 2/3 days) the employee would have been eligible to take for that eleventh year had he not been terminated.

For accounting purposes, vacation time will be reflected at the beginning of each calendar year.

4.1 Holidays

The County Commissioners, by annual ordinance, establish all County holidays. The paid holidays which are to be observed each year will be appropriately posted in all County facilities and on the County's website. Full-time employees shall receive regular pay holiday as long as they work the workdays immediately preceding and following the holiday or were on an excused absence. Holiday pay is calculated based on the employee's straight-time pay rate as of the date of the holiday. Part-time and temporary employees are not eligible for holiday pay.

4.2 Family Medical Leave Act (FMLA)

The County allows eligible employees to take a leave of absence for certain family or medical reasons, for leave relating to the care of a covered service member, or for certain exigent circumstances. To be eligible for such a leave, an employee must have completed at least one year of service and have worked at least 1,250 hours during the 12 months preceding the requested leave of absence. The County uses the rolling calendar method. A "rolling" 12-month period is measured backward from the date any employee uses any FMLA leave. Using this method, the employer will look back over the last 12 months from the date of the request and subtract that total from the employee's 12-week allotment.

An eligible employee may take up to a total of 12 weeks of unpaid leave during any 12-month rolling calendar period to cover: (1) the birth of the employee's child; (2) the adoption or foster care of a child by the employee; or (3) the care of the employee's spouse, child, or parent because of a serious health condition. An eligible employee shall take up to a total of 12 weeks of unpaid leave during any 12-month rolling calendar period to cover the employee's own serious health condition. A "serious health condition" generally means an illness, injury, or other medical condition which renders the employee unable to perform his or her job for three (3) or more consecutive days. FMLA leave for the birth, adoption, or foster care of a child must be taken within one year of the birth or placement.

An eligible employee may take up to a total of 26 weeks of unpaid leave in a rolling calendar year, in qualifying circumstances, to care for covered family members with a serious illness or injury who is a service member of the U.S. Armed Forces. Covered family members include a spouse, child, parent, or nearest blood relative for a service member who is undergoing medical treatment, recuperation, or therapy, is in an outpatient status, or is on the temporary disability retired list, for a serious injury or illness incurred by the service member in line of duty in the Armed Forces. A "serious injury or illness," in the case of a member of the Armed Forces (including a member of the National Guard or Army Reserve), means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the service member medically unfit to perform the duties of the service member's office, grade, rank or rating. The term "outpatient status," with respect to a covered service member, is defined to mean the status of a service member of the Armed Forces assigned to a military medical treatment facility as an outpatient, or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. This type of leave will begin from the first date such leave is taken and is calculated forward for the 12-month

period following that date. However, the combined maximum amount of leave for any qualifying reason when this type of leave is taken in a single year is 26 weeks. This type of leave is not added on to the other 12-week entitlement; the leaves for any FMLA purpose run concurrently.

An eligible employee may take up to a total of 12 weeks of unpaid leave in a rolling 12-month period due to a qualifying exigency arising out of the call to active duty of a spouse, child or parent in support of a contingency operation. Leave may be taken while the employee's spouse, son, daughter or parent is on active duty or called to active duty status for one of the following reasons: short notice deployment; military events and related activities; childcare and school activities; financial and other legal arrangements; counseling; rest and recuperation for the service member; post-deployment activities; and additional activities as agreed upon by the employee and the County.

Leave which is necessitated by the serious health condition of an employee or an employee's spouse, child, or parent may be taken intermittently rather than continuously. Similarly, exigent leave or leave to care for a covered service member may be taken intermittently. However, leave for foreseeable medical treatment must be scheduled in a manner so as not to disrupt unduly the operations of the County. If an employee's need for intermittent leave only requires that he or she miss part of his or her work day, the employee is expected to work the remainder of his or her shift, whether before or after the period of intermittent leave. Under certain circumstances, employees using intermittent leave or reduced leave may be subject to temporary transfer to an alternate position for which the employee is qualified and that better accommodates the leave than the employee's regular position. Leave for the birth or adoption of a child may not be taken intermittently. The County is responsible for accounting and calculating the amount of intermittent leave taken by an employee.

FMLA leave shall commence with the employee's first absence caused by any FMLA eligible health condition or other event and shall run concurrently with any other employee benefit provided for in this Employee Handbook. However, employees will be allowed to retain one (1) week of their vacation time to take during the calendar year during non-FMLA leave. The remainder of the leave will be without pay.

Whenever the need for leave is foreseeable, an employee must request the leave at least thirty (30) days before the leave is to begin. Failure to submit the request at least thirty (30) days in advance may result in the leave being delayed, and any absences that occur prior to the beginning of the leave may be counted as unexcused. A written leave of absence should be submitted to the employee's supervisor or the Human Resources Director explaining the reason(s) for the requested leave, the anticipated length of the leave, and the starting and ending dates of the leave. When the need for leave is not foreseeable, employees must give as much advance notice as is practicable and complete the written leave of absence form no later than fifteen (15) days after the occurrence of the unforeseen medical condition. Any employee who fails to give the requisite notice and/or complete the written leave of absence form within fifteen (15) days of the occurrence of the unforeseen medical condition may be determined to be ineligible for FMLA leave and may be terminated for cause.

Employees may be required to produce medical certification, satisfactory to the County, in support of the leave request, or during the leave, or as a condition of return to work at the expiration of the leave. The medical certification must be completed prior to the leave if the need for the leave is foreseeable, or as soon as practicable if the leave is not foreseeable. It is an employee's responsibility to complete this form, and a failure to timely provide the required medical certification will result in the leave being designated as non-FMLA qualifying with the absences being counted as unexcused. Additionally, the County may require an employee to report periodically during the leave period on the employee's leave status and the employee's intention to return to work.

Upon the expiration of the leave, employees are returned to the job which they held prior to the leave or to an equivalent position unless their position has been affected by a reduction-in-force or reorganization, or unless they qualify as a key employee under certain circumstances. Employees who find that they do not require the amount leave time originally contemplated must notify his or her supervisor or the Human Resources Director in writing immediately. A minimum of two (2) days' notice of intent to return to work early is required. If an employee fails to return to work at the conclusion of an unpaid FMLA leave, the County will proceed with the understanding that the employee has voluntarily resigned his or her employment.

Any employee who believes that his or her rights under this policy have been violated should immediately report this concern to his or her supervisor or the Human Resources Director so that a proper inquiry can be undertaken. No employee shall be retaliated against for exercising rights under the FMLA.

4.3 Sick Leave

The County provides paid sick leave benefits to regular full-time employees for periods of temporary absence due to illness or injuries, subject to Section 4.10 on worker's compensation benefits. Part-time, temporary, and probationary employees are not eligible for this benefit.

Full-time eligible employees shall receive sick leave at the rate of one (1) day each calendar month. Employees may accumulate up to forty-five (45) days.

For accounting purposes sick time will be reflected at the rate of one (1) day per month, to be allocated on the first day of the month.

The following conditions and stipulations shall apply to sick leave:

(1) Sick leave may be granted:

(a) When incapacitated by sickness or injury.

(b) For medical, dental, or optical examination or treatment – if verbal approval from the employee's supervisor or department head is obtained in advance.

(c) When the employee's presence at work would jeopardize the health of others as a result of his/her exposure to contagious disease.

(2) Employees who are unable to report to work due to illness or injury must notify their direct supervisor no less than one (1) hour prior to the scheduled start of their workday. The direct supervisor must also be contacted on each additional day of absence.

(3) In order to take three (3) or more consecutive days of sick leave, an employee must submit to his/her supervisor a physician's report certifying that the employee has been ill or injured and unable to perform his/her employment duties during the period of his/her absence.

(4) Sick leave shall not accrue during leaves of absence.

(5) Employees may be eligible for compensation for accumulated sick leave upon termination of employment pursuant to Section 4.4 of this Chapter.

(6) If sick leave is taken the day before a holiday, the day after a holiday, or on a Monday or Friday, the employee shall provide medical documentation or satisfactory proof of the genuine necessity thereof to his/her supervisor or department head.

Sick leave may not be used as a substitute for vacation time. Misuse or abuse of sick leave is cause for disciplinary action, up to and including termination.

4.4 Sick Day: Reimbursement

Employees who began their employment with Warrick County on or after April 15, 2003, will not be compensated for accumulated sick leave upon termination of employment for any reason, voluntary or involuntary. Upon retirement or termination, Employees who began their employment with Warrick County before April 15, 2003, and who had at least one (1) year of continuous service as of that date, shall be entitled to receive payment – at their current rate of pay – for accumulated sick leave as of April 15, 2003, up to a maximum of thirty (30) days, but not to exceed the actual amount of sick leave accrued as of the date of retirement or termination.

EXAMPLE 1: Employee had 5 days of sick leave as of April 15, 2003. At the time of employee's retirement, he/she had 10 days accrued sick leave. Employee is entitled to reimbursement for 5 days accrued sick leave.

EXAMPLE 2: Employee had 30 days accrued sick leave as of April 15, 2003. At the time of employee's retirement, he/she had 15 days accrued sick leave. Employee is entitled to reimbursement for 15 days accrued sick leave.

After the approval of a sick day reimbursement claim by the Commissioners, said claim shall be returned to the department that the employee worked in for payment of claim by that department.

4.5 Bonus Leave Policy

Employees who have completed at least one (1) full year of service with the County are eligible for bonus leave in the following calendar year based on their attendance record. The office holder/department head may grant bonus leave according to the following schedule:

1. Three (3) days of bonus leave for those employees who use zero (0) sick days in the preceding calendar year.

2. Two (2) days of bonus leave for those employees who only use one (1) day of sick leave in the preceding calendar year.

3. One (1) day of bonus leave for those employees who only use two (2) days of sick leave in the preceding calendar year.

In order to be eligible for bonus leave, employees must be employed by the County on a regular full-time basis on January 1 of the qualifying year – *i.e.*, the preceding calendar year. All bonus leave must be used during the calendar year immediately following the qualifying year.

Bonus leave days are to be treated in the same manner as vacation days, subject to Section 4.10 on worker's compensation benefits. Bonus leave days must be scheduled in advance with the approval of the employee's supervisor, office holder and/or department head. Bonus Leave days that are not taken prior to an employee's termination with Warrick County are forfeited with no compensation provided for these days.

4.6 Bereavement Leave

Employees may receive five (5) days of leave with pay upon the death of a spouse, mother, father, step-parents, child, step-child, grandchild or any family member residing in the same household. During such absence, the employee shall be compensated at this regular straight-time classification rate. Absence compensation shall not include any pay for lost overtime, premium pay or holidays. Employees shall receive three (3) days of leave with pay upon the death of a brother, sister, grandparent, step-brother, step-sister, brother-in-law, sister-in-law, mother-in-law or father-in-law. Employees will be allowed two (2) days of leave with pay upon the death of an aunt, uncle, niece or nephew.

Employees may also be granted an unpaid leave of absence – at the discretion of their supervisor – to attend the funeral of a friend or more distant family member. Employees may also use vacation or personal time to attend funerals.

4.7 Jury Duty/Litigation

The County encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate the employee's absence. Of course, the employee is expected to report for work whenever the Court schedule permits.

An employee subpoenaed to testify as the result of employment by the County shall receive regular pay, if such employee is required to testify during the regular work schedule. Any such employee receiving a subpoena should immediately contact either the County Attorney or the County Prosecutor.

Either the County or the employee may request an excuse from jury duty if, in the employer's judgment, the employee's absence would create serious operational difficulties.

Regular full-time employees shall be paid their wages for time spent on jury duty leave and shall not receive jury duty pay. Regular part-time and temporary employees shall receive no wages for time spent on jury duty, but shall be entitled to retain any compensation received for such service.

4.8 Educational Leave

With the approval of the department head or supervisor, leave time may be granted for the attendance at seminars, workshops, training programs, or other job-related educational functions.

Out-of-town travel requires approval by the County Commissioners.

4.9 Leave of Absence Without Pay

After one (1) year of service, regular full-time employees may, at the discretion of the County, be granted a leave of absence without pay for up to six (6) months. During such leave, sick leave and vacation leave shall not accrue, the employee will not accrue time for any other benefit provided herein, and the employee shall not receive compensation for designated holidays.

Requests for leave of absences without pay shall be in writing, shall be submitted to the HR Director, or County designee, and shall specify the reason for said request. The HR Director, or County designee, will submit the request to the County Administrator and County Commissioners for consideration.

Upon return to employment, the employee will – for the purpose of accrual and eligibility for benefits – be reinstated in the position or comparable position the employee was assigned at commencement of the leave of absence.

4.10 Work-Related Injuries/Worker's Compensation

The County provides a comprehensive worker's compensation insurance program at no cost to employees.

Any employee who sustains a work-related injury or illness should inform his or her supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the County nor the insurance carrier will be liable for the payment for worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the County.

If an employee is injured on the job and sent to the designated health care facility for evaluation/treatment, the time that the employee is gone on that day for treatment is credited as time worked.

If an employee who allegedly sustains a work-related injury submits and is paid by the County for sick pay, vacation pay, bonus leave or comp time during the seven (7) day period immediately following the alleged work-related injury, the employee shall fully reimburse the County for said sick pay, vacation pay, bonus leave or comp time in the event the employee receives worker's compensation benefits for the first seven (7) day period. The employee's used, accrued benefits shall then be reinstated. The County may debit the employee's payroll to reflect the wage reimbursement once the County is notified of the employee receiving worker's compensation benefits for the seven (7) day period immediately following the alleged work-related injury.

4.11 COBRA

The federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the employer's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of the employee; a reduction in the employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the employer's group rates plus an administration fee.

The County Auditor provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the employer's health insurance plan. The notice contains important information about the employee's rights and obligations.

4.12 Public Employee's Retirement Plan (PERF)

All full-time salaried County employees – with the exception of law enforcement personnel, judges and the prosecutor – are covered by the Public Employees' Retirement Fund ("PERF"). PERF pays benefits to covered workers or their dependents upon retirement, death and – in certain cases – serious illness or injury.

Employees with questions concerning the program may contact the Public Employees' Retirement Fund of Indiana by telephone at (888) 526-1687, by email at questions@inprs.in.gov, or by U.S. mail at One North Capitol, Suite 001, Indianapolis, IN 46204.

4.13 Health Insurance

The County offers medical group health insurance for elected officials and regular full-time County employees. Specific details are contained in the County's insurance plan which is available to each employee in the Human Resource Office or from his or her supervisor.

Amendments: October 15, 2013; November 24, 2014; December 22, 2014; March 23, 2015; October 23, 2017.

Working Conditions

5.0 Safety

Establishment and maintenance of a safe work environment is the shared responsibility of the County and employees from all levels of the organization. The County will take all reasonable steps to assure a safe environment and compliance with federal, state and local safety regulations.

Employees are expected to obey safety rules and to exercise caution in all of their work activities. They should immediately report any unsafe conditions to their supervisor. All accidents that result in injury must be reported to the appropriate department head within twenty-four hours, regardless of how insignificant the injury may appear.

In the event an employee receives a traffic citation or warning while operating a County owned vehicle or piece of equipment, the procedure for notification of supervisors as identified under Section 5.3 of this Handbook shall be followed.

5.1 Use of Telephone – Faxes – Computer – Email

Some employees are authorized to make long distance calls/faxes in the course of conducting County business. Except for emergencies, no personal calls should be made on County business phones. Any long distance personal calls that are made should be reported immediately to the department head and be reimbursed to the County. Warrick County computers are to be used for County business only. No personal messages should be posted, sent or received on County computers or County email accounts. Furthermore, employees should not use County computers for social media or other personal purposes unrelated to County business.

5.2 Smoking

In order to comply with state law, the County prohibits smoking throughout the workplace.

No employee shall smoke in, or within thirty (30) feet of any entrance to or exit from, any building or facility, which is owned by, leased to, or utilized by Warrick County. No employee shall smoke on any stairway, ramp, or sidewalk providing access to any building or facility which is owned by, leased to, or utilized by Warrick County. Any violation of this policy may result in appropriate disciplinary action, up to and including discharge. This policy shall not preclude any possible criminal infractions imposed by law for smoking in a prohibited area.

5.3 Use of County Equipment and Vehicles

When using County property – including cellular telephones – employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. Employees should notify their supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt

reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer questions regarding an employee's responsibility for maintenance and care of equipment or vehicles used on the job. Employees operating County vehicles shall maintain the ability to legally operate assigned vehicles. County-owned vehicles shall not be driven out of Warrick County unless they are being used for official County business. Any employee operating County vehicles or equipment that is involved in an accident that results in injuries and/or property damage shall immediately report said accident to (a) the appropriate law enforcement agency and (b) the employee's supervisor. Failure to do so may result in disciplinary action.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including discharge.

Personal use of a Warrick County vehicle by a County employee, other than certain *de minimis* personal use from time to time, is prohibited.

5.4 Use of Personal Vehicles

All County employees who use their personal vehicles for County business must have the proper insurance and a valid driver's license. Employees traveling out of town on County business will be reimbursed for mileage at the current rate set by the County Council.

5.5 Personal Use of County Property

To minimize unnecessary expenses, to prevent the loss of valuable work time, and prevent lowered morale, personal use of County facilities and property – including bulletin boards, vehicles, equipment, computers, and fax machines – without prior permission, is prohibited.

5.6 Appearance of Work Areas

The County expects the work areas of all employees to be well organized and clean. These qualities promote health, productivity, safety, good morale, and the public's respect.

5.7 Inspection of Property

Lockers, desks, file cabinets, and other storage devices and areas are the property of the County and the County reserves the right to inspect all County property without prior notice to the employee and/or in the employee's absence.

5.8 Business Travel

Whenever practicable, travel will be accomplished in a County vehicle or via common carrier. If a personal vehicle must be used for authorized travel, the employee shall be reimbursed at prevailing rates authorized by the County Council.

5.9 Bloodborne Pathogens

Employees working in high risk jobs will be offered bloodborne pathogen training and a series of Hepatitis B vaccinations for their protection free of charge. To ensure that County employees are aware of occupational exposure to bloodborne pathogens, the Health and Sheriff's Departments have developed an exposure control plan to minimize or eliminate employee contact with human blood or other Blood Borne Pathogens such as Hepatitis B virus and HIV. This control plan is available for all County employees.

Amendments: March 23, 2015; October 23, 2017.

Personal Conduct

6.0 Employee Conduct and Work Rules

All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the County's business. Any employee who deviates from these rules and standards will be subject to disciplinary action, up to and including termination of employment.

Our goal is to provide quality service to the residents of the Warrick County. Your actions toward fellow employees and the general public directly affect the public's perception of the County's ability to effectively manage County services. You are expected to treat all employees and the general public with courtesy, fairness, and impartiality. There should be no intentional or unintentional conflicts between your interests and the interests of the public.

In order for Warrick County to serve the publics best interest, no employee should accept gifts or gratuities from firms, organizations, agents, or other individuals who may or do conduct business with Warrick County. You should always maintain confidentiality in situations regarding fellow employees as well as other matters affiliated with the County.

The County respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference from the County. Nonetheless, keep in mind that even while off duty employees represent the County and should strive to preserve the County's reputation. Certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as a County employee. Any employee who engages in criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the County, including termination of employment.

6.1 Attendance and Punctuality

To maintain a safe and productive work environment, the County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the County. In the rare instance when an employee cannot avoid being late to work or is unable to work as scheduled, he or she should notify his or her supervisor as soon as possible in advance of the anticipated tardiness or absence.

It goes without saying, of course, that poor attendance and excessive tardiness may lead to disciplinary action, including termination of employment.

6.2 Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image we present to our citizens and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress

according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

6.3 Commission of a Felony or Unlawful Act

Any employee who is found guilty of a felony is subject to dismissal. An employee charged with a felony may be placed on an unpaid leave of absence from work until a court of law establishes innocence or guilt. Any employee found guilty of a misdemeanor may be subject to suspension or discharge.

6.4 Business Ethics – Conflict of Interest

The County recognizes and respects the right of individual employees to engage in private activities outside of the organization, that do not conflict with, or reflect poorly on, the County. However, the County has an obligation to the public to determine when an employee's activities present a conflict of interest. At such times the County must take whatever action is necessary to resolve the situation, including but not limited to, terminating employment.

Employees having financial interest in a company or substantial investment in a corporation that might benefit from their dealing with the County must file a conflict of interest statement with the County Commissioners.

6.5 Security of Premises

The County wishes to maintain a work environment that is free of illegal drugs, alcohol, explosives or other improper materials. To this end, the County prohibits the control, possession, transfer, sale or use of such materials on its premises.

Additionally, the County prohibits employees – except for peace officers – from bringing firearms into County buildings. The County requires the cooperation of all employees in administering this policy. Nothing in this policy is meant to restrict an employee's lawful possession of a firearm inside his or her locked vehicle, as permitted by Indiana Law. The vehicle must remain locked at all times. In addition, the firearm must be in the trunk, in the glove compartment, or otherwise out of plain sight.

6.6 Workplace Monitoring

Workplace monitoring may be conducted by the County to ensure quality control, employee safety, conformity with County policies, and customer satisfaction.

The County may conduct audio and/or video surveillance of any and all workplace areas, excluding only bathrooms. The County may also monitor telephone and electronic resource usage without advanced notice and on a random or selective basis.

6.7 Confidentiality

Employees are advised to consult with their supervisor before releasing information which is confidential or privileged by law. It is a violation of state law for a public servant to knowingly or intentionally disclose information which is classified as confidential.

6.8 Political Activity

Although County employees are encouraged to actively participate in local political organizations outside of the workplace, County employees are not required to participate – financially or otherwise – in any political campaign or party activity. County employees shall not engage in political activity while at work or while engaging in their official duties, unless such duties necessitate such activity. All political activity by county employees must be in accordance with applicable state and federal law and shall be conducted on the employee's own time off County premises.

Political activity includes:

- Wearing a button endorsing a candidate, party, or position;
- Wearing a shirt or other outerwear endorsing a candidate, party, or position;
- Circulating literature;
- Soliciting contributions or services from others;
- Making telephone calls on behalf of a candidate, party, or position; and
- Engaging in any other political campaign planning or activity.

6.9 Email and Computer Usage

Computers, computer files, the email system, and software are County property, intended for business use. Employees should not use passwords, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email use may be monitored.

The County strives to maintain a workplace that is free of harassment and sensitive to the diversity of its employees. Therefore, the County prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually-explicit images, messages, and cartoons is not allowed. Other such misuse includes – but is not limited to – ethnic slurs, racial comments, jokes, or anything that may be construed as harassment or showing disrespect to others. Furthermore, email may not be used to solicit others for commercial ventures,

religious, or political causes, outside organizations, or other non-County business activities.

The County purchases and licenses the use of various computer software programs for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the County does not have the right to reproduce such software for use on more than one computer. Therefore, employees may only use software on multiple machines according to software license agreements. The County prohibits the illegal duplication of software and its related documentation. No licensed software may be installed on County computers that has not been authorized by the County and/or is not property licensed to the County.

Employees should immediately report violations of this policy to their supervisors. Employees who make, acquire, or use unauthorized copies of computer software are violating federal copyright law and are subject to the disciplinary action, up to and including termination.

6.10 Employee Conduct

In regulating the behavior of its employees, the County has classified offenses as first, second and third level offenses based upon their seriousness. These classifications are provided only to illustrate the procedures that will generally be followed in respect to such conduct. This classification system should not be construed in any way to limit the County's discretion in exercising discipline as it finds appropriate based on the severity of the misconduct or the totality of the circumstances.

The following conduct is prohibited and will subject the individual involved to disciplinary action up to and including termination. This list of examples is merely illustrative of the kinds of conduct that will not be permitted. It is not intended to be all inclusive or to in any way limit rules, guidelines and restrictions set out elsewhere in this handbook.

Group I Offenses
(Examples of, but not limited to the following)

1. Failure to report for duty within a reasonable time after call.

2. Reporting to work clothed or groomed in an unclean or inappropriate manner.

3. Discourteous treatment of the public.

4. Neglect or carelessness in signing in or out.

5. Failure to cooperate with other employees as required by job duties.

6. Distracting the attention of others, unnecessary shouting, demonstrating or otherwise causing a disruption on the job.

7. Malicious mischief, horseplay, wrestling or other undesirable conduct, including use of profane or abusive language.

8. Unauthorized use of telephone, faxes, computer, mail or email for personal use.

9. Unsatisfactory work or failure to maintain required standards of performance.

10. Unauthorized breaks.

Committing a Group I offense will generally – but not always – result in Group I disciplinary action.

Group 1 Discipline

First Offense	Verbal warning with a written acknowledgment of the verbal warning
Second Offense	Written reprimand
Third Offense	Five (5) working days suspension without pay
Fourth Offense	Removal

Group II Offenses
(Examples of, but not limited to the following)

1. Leaving the job or work area during regular working hours without authorization.

2. Threatening, intimidating, coercing or interfering with subordinates or other employees.

3. Obligating Warrick County for any expense, service or performance without authorization.

4. Sleeping during working hours.

5. Reporting for work or working while unfit for duty.

6. Conduct violating morality or common decency – for example, sexual harassment.

7. Unauthorized use of County property or equipment.

8. Performing personal work while on County time.

9. Willful failure to sign in or out when required.

10. Failure to report for overtime work without good reason after being scheduled to work according to overtime policy.

11. Willful failure to make required reports.

12. Solicitation on County premises without authorization.

13. The making or publishing of false, vicious, malicious, or threatening statements to or concerning employees, supervisors, the County or its operations.

14. Refusing to provide testimony in court during an accident investigation or during any type of public hearing.

15. Giving false testimony during a complaint or grievance investigation or hearing.

16. Unauthorized posting, removal or alteration of notices or signs from bulletin boards.

17. Distributing or posting written or printed material of any description on County premises unless authorized.

18. Unauthorized presence on County property.

19. Willful disregard of department rules.

20. Use of abusive or threatening language toward supervisors or other employees.

21. Failure to report accidents, injury or equipment damage.

Committing a Group II offense will generally – but not always – result in Group I or II disciplinary action.

Group II Discipline

First Offense	Five (5) working days suspension without pay
Second Offense	Removal

Group III Offenses
(Examples of, but not limited to the following)

1. Wanton or willful neglect in the performance of assigned duties or in the care, use or custody of any County property or equipment. Stealing, abuse, or deliberate destruction of County property, tools, equipment, or the property of employees.

2. Punching, signing or altering other employee' time cards, time sheets or unauthorized altering of own time card or time sheet.

3. Falsifying testimony when accidents are being investigated, falsifying or assisting in falsifying or destroying County records, including work performance reports, or giving false information or withholding pertinent information called for in making application for employment.

4. Making false claims or misrepresentation in an attempt to obtain any County benefit.

5. The use of illegal controlled substances or the sale of illegal controlled substances.

6. Fighting or attempting to injure other employees, supervisors or persons.

7. Carrying or possession of firearms in a County building at any time without proper authorization.

8. Misuse or removal of County records or information without prior authorization.

9. Instigating, leading or participating in any illegal walkouts, strike, sit-down, stand-in, refusal to return to work at the scheduled time for the scheduled shift or other concerted curtailment, restriction or interference with work in or about the County's work stations.

10. Dishonesty or any dishonest action. (Some examples of what is meant by "dishonesty" or "dishonest action" are: opening desks assigned to other employees without authorization; theft and pilfering through lunch boxes, tool kits or other property of the County or other employees without authorization; inserting slugs in vending machines without paying to proper change therein; making false statements to secure an excused absence or justify an absence or tardiness; making or causing to be made, inaccurate or false reports concerning any absence from work. The foregoing are examples only and do not limit the terms "dishonesty" or "dishonest action.")

11. Insubordination by refusing to perform assigned work or to comply with written or verbal instruction of the supervisors.

Committing a Group III offense will generally – but not always – result in Group I or II disciplinary action or immediate termination.

6.11 Employee Parking

Effective July 17, 2017, all Warrick County employees shall not park their vehicles in the Courthouse Square during regular business hours. Warrick County officials, department heads, and employees shall park their vehicles only in designated areas as particularly described in Resolution 2017-15 passed and adopted by the County Commissioners on June 12, 2017.

Amendments: December 22, 2014; March 23, 2015; October 23, 2017.

Grievance Procedures

7.0 Dispute Resolution

Employees and supervisors will benefit from a process that allows for the free discussion of matters of mutual concern and effectively addresses concerns and effectively addresses complaints of specific issues. The following procedures provide for open discussion and speedy resolution of employee complaints. A complaint is an employee's expressed dissatisfaction with what that employee believes – rightly or wrongly – to be unfair treatment, or a mistake in the administration of a rule, plan, or County policy. An employee who has such a complaint has the following procedures available to him or her:

Step 1: Supervisor

If an employee has a complaint, he or she should schedule a time to discuss the situation with his or her supervisor. Every effort should be expended to resolve the issue satisfactorily at this meeting.

Step 2: Elected Official –Department Head – County Commissioner

If a satisfactory solution to the employee's complaint is not reached with the supervisor, the employee's complaint may be referred to the elected official, department head, or county commissioner having hiring/termination responsibility for the employee. That individual will then conduct an investigation into the matter, meet with interested parties, and make a final decision.

In the event that the complaint involves the conduct of an elected official, department head or county commissioner having hiring/termination responsibility for the employee, the employee may submit a confidential letter to the County Commissioners. The County Commissioners will take appropriate action as deemed necessary including initiating steps for a third party investigation.

7.1 Separate Office/Department Policies

Office Holders and Department Heads are encouraged to develop their own policies and procedures to ensure their offices run effectively and smoothly. All such policies and procedures shall be submitted to the County Administrator for review. Office Holders and Department Heads shall not create or enforce any policy or procedure that conflicts with the spirit or letter of this Warrick County Employee Handbook.

Amendments: March 23, 2015

EMPLOYEE ACKNOWLEDGEMENT FORM

The Warrick County Employee Handbook describes important information about employment with Warrick County. I understand that it is not an all-encompassing document, however, and that I should consult my supervisor, department director, or the Human Resources Department if I have questions that are not answered by the handbook.

Since the information, policies and benefits described in the handbook are subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notice, and I understand that revised information may supersede, modify or eliminate existing policies. Only the County Commissioners have the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is not a contract of employment, nor a legal document, and that this is an at-will employment. I understand that the statements made in the handbook are guidelines, not promises. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in the handbook and any subsequent revisions, which shall be posted electronically and are effective immediately upon posting. I further understand that the handbook and all revisions may be accessed at all times at www.warrickcounty.gov.

_____
Employee name printed

_____
Employee Signature

_____
Date