

ORDINANCE NO. 1991-02

AN ORDINANCE ESTABLISHING A PERSONNEL POLICY
FOR THE TOWN OF GREENVILLE, FLOYD COUNTY, INDIANA

*See Ord. 1996-08
3/2/96*

WHEREAS, the Town Council of the Town of Greenville, Floyd County, Indiana deems it necessary to establish a Personnel Policy for Utility employees as pertains to hiring, benefits and disciplinary procedures.

NOW THEREFORE BE IT ORDAINED, the Town Council enacts the following:

Hiring Procedure - Each applicant for any staff or hourly position with the Town of Greenville/Utility will be required to complete an application and resume, if necessary. The applicant will be screened by the Town Council who shall make hiring decisions. A medical examination is required of all individuals prior to resuming employment, such cost to be borne by the Town/Utility.

Probationary Period- The first three (3) months of employment will be considered a probationary period. At any point in this probationary period, if the performance of the employee has not been satisfactory and has been documented, the Town/Utility may terminate employment. No prior notice of termination will be given. At the end of the probationary period the employee shall become a permanent employee upon evaluation by the Council.

Permanent Status* Placement of an employee on permanent status shall occur as defined in the statements of Probationary Period. Once placed on permanent status, the employee shall be eligible for all rights and privileges of the Town/Utility not previously granted.

Employee Benefits- Any employee working less than full-time (40 hours per week) is entitled to no benefits other than those prescribed by law. Full time employees are entitled to all benefits granted by the Town/Utility.

Utility Hours- The utility office shall be open on normal week days 8:00 a.m. to 4:30 p.m. Break time and lunch time periods shall be covered by an employee of the utility at all times. In the event the office must be closed for some unforeseen reason a Councilmember shall be contacted before doing so.

Salary Adjustments- The Town Council shall review the performance of each utility employee, and make any adjustment annually, if necessary, before January 1, of each year.
Overtime shall be paid at the rate of 1½ times for work performed in excess of 8 hours per day, Monday thru Friday (Vacation & Sick days constitute work days). Saturday and Sunday and Holidays shall be at 1½ times regardless of weekly hours worked. Overtime shall be paid to the 1/10th of the hour. (i.e.-worked 12 min.-.2 hr. plus premium of .1= .3 hr. total pay).

Medical Leave of
Absence-

The Council recognizes there are times when an employee is unable to perform his/her duties due to accident/injury. In the event an employee is absent from work due to medical reasons and has properly notified the Council the Council may approve a medical leave of absence, with or without pay. Pregnancy will and shall be treated as any other illness.

Emergency Leave
of Absence -

In certain emergency situations which are beyond control, the Town Council may at its descretion grant a brief amount leave, without pay.

Military Leave of
Absence -

An employee who is a member of the National Guard or a member of the Armed Forces Reserve will be granted leave of absence for a period not to exceed fifteen (15) days in any calendar year for the purpose of attending field training or such organized training when ordered to do so by the military authority. In such instances the pay received for such training will be deducted from salary normally received from the town/utility, which the town/utility will pay the difference.

Court & Jury Duty-

Full time employees will be paid the difference between their regular salary and compensation received for jury duty; or as witness in any state, federal, or local court, required to do so by the town/utility.

Long Term Disability-

Full time employees are eligible for Long Term Disability benefits in the event of permanent disability beginning the 7th month following date of disability (normal effective date of Social Security benefits). These benefits for Long Term Disability will be provided through the Town/Utility insurance carrier and each employee must be accepted by the insurer to be covered for these benefits, such benefits being defined in the policy.

Vacation & Holiday
Time -

Vacation is granted full time employees as follows:
After 1 year of employment - two (2) weeks with pay.
After 5 years of employment - three (3) weeks with pay.

Holidays- the following holidays will be observed by the town/utility-

- | | |
|------------------------|---------------------------|
| 1- New Years | 6- Thanksgiving |
| 2- Good Friday | 7- Day after Thanksgiving |
| 3- Memorial Day | 8- Christmas Eve |
| 4- Independence
Day | 9- Christmas |
| 5- Labor Day | |

Employees shall be paid regular eight (8) hours for holiday pay.

Sick Days - Full time employees are entitled to five (5) paid sick days per calendar year. These days may accumulate up to ten (10) days per calendar year and may be taken as personal days. Employees will not be paid for unused sick days.

Hospitalization, Life & Disability Insurance
and Bond Premium

The town shall purchase individual hospitalization, major medical and life insurance coverage on all full time employees of the town/utility. At the discretion of the employee he/she may elect family coverage under the plan, if so offered, for dependent(s).

The town shall purchase a one year group term or whole life policy for each full time employee in the amount of their annual salary, but in no event less than \$10,000.

It should be understood it is the employees' responsibility to be insurable for the above coverage to be in effect.

The town shall bear the expense of performance bonds required by the State of Indiana and/or Bond and Loan holders.

The town shall bear the expense of hospitalization, major medical, and life insurance costs except as noted in the minutes of the Town Council.

Retirement - (IC 8-1.5-3-7) -

The town shall participate in a retirement program for full time employees who attain the age of 21 year and have completed three (3) year of service (Probationary and Permanent). The fund shall be at 7% of Town/utility earnings (gross). No contributions are required of the employee.

Workmen's Compensation- An employee injured on the job is covered by the Workmen's Compensation law. Should an employee desire to be paid for time not covered by the act, he/she may elect to use eligible sick days.

Uniforms- The town will be provide uniforms for utility operators at no cost.

Lost Time- Employees are required to work the hours as the position dictates assuring no interruption of town/utility business. The particular position may deem more time than other positions, but as a condition employment, the employee must devote the required time to insure fulfillment of his/her obligation.

Ten (10%) percent of lost time compared to the employee's normal work week shall warrant review by the Town Council for disciplinary action.

Short Term Disability - The town/utility shall purchase a short term disability policy on all insurable full time employees, the cost to be borne by the town.

Disciplinary Procedures- The utility superintendent and/or Councilmember shall have authority to discipline employees, including, but not limited to, verbal warnings, written reprimands, disciplinary probation, suspension, and termination. Councilmember(s) and/or Utility Superintendent shall document any action taken. The employee shall have the right of appeal to the Town Council within one (1) week of a termination.

Dismissals - In the event of termination the employee shall be entitled only to that pay actually due him/her as of date of dismissal, to include regular and overtime pay, accrued vacation time, but no other.

Grievances- A grievance (other than one involving termination of employment) by an employee should be taken up with the utility superintendent and/or Councilmember. If a mutually amicable solution is not reached the employee may put into writing his/her grievance to the full Council to come toward affecting a solution.

Personnel File- Standard items kept in the personnel file should include the original application for employment, resumes, medical examination, stipulations of employment, educational transcripts, or other verified education achievements, evaluations, letters of commendation, leave requests, public relations participation, disciplinary actions, reference letters or statements of telephone references. The contents are to be held in strictest confidence by the Town of Greenville and the Council but are available upon request to the employee. (The Privacy Act of 1980 gives access only to the employee and any Councilmember).

Policy contained herein applies to the Town of Greenville, Floyd County, Indiana, regardless of town or utility employees.

Passed by the Town Council of the Town of Greenville, Floyd County, Indiana, this 8th day of October 1991.

[Signature]
Council President

[Signature]
Councilmember

[Signature]
Councilmember

ATTEST:

[Signature]
Clerk of the Council