

ORDINANCE NO. 1996-08

AN ORDINANCE ESTABLISHING A PERSONNEL POLICY
FOR THE TOWN OF GREENVILLE MUNICIPAL WATER UTILITY

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 Municipal Water Utility will be required to complete an application or resume, if necessary. The applicant will be screened by the Water Superintendent who shall make hiring decisions through the Town Council. A medical examination, drug screening, motor vehicle driving record review and ability to be bonded is required of all individuals prior to employment, such costs to be borne by the Town/Utility.
- TRIAL PERIOD - The first twelve (12) months of employment will be considered a Trial Period. At any point in this Trial Period, if the performance of the employee has not been satisfactory, the Town may terminate employment. No prior notice of termination will be given. At the end of the Trial Period the employee will become a permanent employee upon evaluation by the Water Superintendent/
- PART-TIME EMPLOYEES - Part time employees are not entitled to benefits other than those prescribed by law.
- UTILITY HOURS - The Utility office shall be open 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 the Water Superintendent 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 PAY - Overtime shall be paid at the rate of 1½ times for work performed in excess of forty (40) hours per week. (Vacation and Sick Days constitute eight (8) hour work days.) Saturday and Sunday, if worked, shall be paid at 1½ times regardless of weekly hours worked. Overtime shall be paid to the 1/10th of the hour.

MEDICAL LEAVE OF
ABSENCE

- The Town Council recognizes there are times when an employee is unable to perform his/her duties due to accident/health problems. In the event an employee is absent from work due to medical reasons and has properly notified the Water Superintendent the Council may approve a medical leave of absence, with or without pay (Pregnancy shall be treated as any other illness). To return to work the employee must have a doctors' release form. The Town Council adopts the insurance disability policy and exclusions of the policy for each full-time employee. Coverage begins after ninety (90) days of continuous employment.

EMERGENCY LEAVE
OF ABSENCE

- In certain emergency situations which are beyond the control of the employee the Town Council may, at it's descretion grant a brief leave of absence with or 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.

COURT & JURY
DUTY

- Employees will be allowed time off for jury duty or as witness in any state, federal or local court.

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 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 time is granted to full time employees as follows:
After 1 full year of employment - One (1) week with pay.
After 2 full years of employment - Two (2) weeks with pay.
After 10 (10) full years of employment - Three (3) weeks with pay.
Vacation time must be approved by the Water Superintendent.
Vacation time may be carried over but must be used within the 1st 6 months of the following year or time is forfeited.
Exceptions may be approved by the Town Council.

The following holidays will be observed by the Utility:

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

Where the above days do not conform to State approved holidays the days established are in lieu thereof.

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

SICK DAYS

- Full time employees are entitled to five (5) 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, DENTAL

- The Town shall purchase individual hospitalization, life and dental (if available) coverage on all full time employees of the Utility. At the descretion of the employee he/she may elect family coverage under the plan, if so offered, for dependents, the cost to employee to be approved by the Town Council.

The Town shall purchase a one year group or whole life insurance 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 that it is the employee's responsibility to be insurable for the above coverages.

The Town shall bear the expense of employee coverages, and those of dependents unless otherwise provided by Council action.

RETIREMENT

- The Town shall participate in a retirement program for full time employees (as has been) who attain the age of 21 years and have completed three (3) year of continuous service. The fund shall be credited at 7% of employees gross wages. The Plan is a modified SEP with all records maintained by the insuring company.

WORKMEN'S
COMPENSATION

- Covered by the Laws of the State of Indiana.

UNIFORMS

- The Town will provide uniforms as determined by the Water Superintendent for Utility operators at no cost.

DISCIPLINARY PROCEDURES

- The Water Superintendent and/or Councilmembers shall have authority to discipline employees, including, but not limited to, verbal warnings, written reprimands, disciplinary probation, suspension, and termination. Councilmembers and/or the 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.

GRIEVANCES

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

PERSONNEL FILE

- Standard items kept in the personnel file should include the original application, stipulations of employment, resumes, medical examination, educational transcripts, or other verified educational 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, Water Superintendent, and any Councilmember).

Duly adopted by the Town Council of the Town of Greenville, Floyd County, Indiana, this 12th day of March 1996, at 8:10 p.m.

Janet K. Riggs
Janet Riggs, Council President

ATTEST:

Jack Sprigler
Jack Sprigler, Clerk Treasurer