

STATE OF INDIANA

BEFORE THE BOARD OF CLARK COUNTY COMMISSIONERS

ORDINANCE NO. / -2014

AN ORDINANCE AMENDING THE CLARK COUNTY EMPLOYEE POLICY HANDBOOK AND REVISING ORDINANCE NO. 22-2013

WHEREAS, this Board of Commissioners of Clark County, Indiana (this “Board”), is the executive body of Clark County government pursuant to the provisions of I.C. 36-2-2-2; and,

WHEREAS, this Board is also the legislative body of Clark County government pursuant to the provisions of I.C. 36-1-2-9; and,

WHEREAS, pursuant to Ordinance No. 16-2004, this Board has previously adopted the Clark County Employee Policy Handbook (“Handbook”); and,

WHEREAS, it is necessary to amend the Handbook from time to time.

NOW, THEREFORE, BE IT ORDAINED by this Board of Clark County Commissioners that the Handbook is hereby amended as follows:

Section 2.6 EMPLOYMENT STATUS, as set forth in the Clark County, Indiana Employee Policy Handbook is hereby deleted in its entirety, and the following new Section 2.6 EMPLOYMENT STATUS shall be substituted in its place:

2.6 EMPLOYMENT STATUS

It is the intent of the County to clarify the definitions of employment status, so employees understand their employment status and benefit eligibility. **Any changes in employment status shall be conveyed in writing. No change in employment status is to be construed or inferred without written notification.**

Each employee will belong to one of the following employment categories:

A **regular full-time employee** is defined as an employee who is not classified as part-time, temporary/seasonal, or probationary and who regularly is scheduled to work the County’s full-time schedule of thirty-five (35) hours per week, and has been notified in writing that they are full-time employees. Said employees are eligible for the County’s benefit package (i.e. health, dental, vision, life), subject to the terms, conditions, and limitations of each benefit program. Full-time employees are also eligible for paid time off, such as vacation days, personal days, sick days, and holidays.

A **part-time employee** is an employee who is not classified as regular full-time, temporary/season, or probationary and is scheduled to work less than thirty (30) hours per week. Said employees are not eligible for the County's health benefits and paid time off.

A **temporary/seasonal employee** is defined as an employee who is not classified as a regular full-time, part-time, or probationary employee and whose employment exists on an irregular, seasonal, or "as-needed" basis. A temporary/seasonal employee is not eligible for the County's benefit package and paid time off.

A **probationary employee** is an employee who has not completed six (6) months of employment with the County. During the initial six (6) month period of employment, probationary employees will be evaluated for work performance, attitude, and ability to work in cooperation with others before being designated as a regular full-time, part-time, or temporary/seasonal employee. Probationary employees may be paid at different compensation levels than non-probationary employees, and may be terminated at any time during the probationary period without cause.

Probationary employees hired in full-time salaried positions shall be eligible for the County's benefit package, subject to the terms, conditions, and limitations of each benefit program.

For merit sheriff employees, the probationary period is twelve (12) months.

Any county employee working an average of thirty (30) hours per week or one hundred thirty (130) hours per month must be offered health benefits. This does not apply to temporary/seasonal employees.

This Ordinance shall be in full force and effect upon its passage and promulgation as evidenced by the affirmative signatures of the undersigned as the majority of the duly elected and serving members of this Board.

So Ordained this 16th day of January, 2014.

[Signature page to follow]

Members voting "NO":

Jack Coffman, Commissioner

Rick Stephenson, Commissioner

John Perkins, Commissioner

Members voting "YES":



Jack Coffman, Commissioner

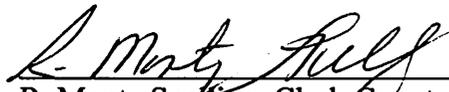


Rick Stephenson, Commissioner



John Perkins, Commissioner

Attested by:



R. Monty Snelling, Clark County Auditor