

STATE OF INDIANA

BEFORE THE BOARD OF CLARK COUNTY COMMISSIONERS

ORDINANCE NO. 22-2015

**ORDINANCE TO UPDATE CLARK COUNTY EMPLOYEE POLICY HANDBOOK**

**WHEREAS**, this Board of Commissioners of Clark County, Indiana (this "Board"), is the executive body of Clark County government pursuant to the provisions of Ind. Code § 36-2-2-2; and,

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

**WHEREAS**, pursuant to Ordinance No. 16-2004 and as amended in Ordinance Nos. 13-2013, 1-2014 and 8-2015 this Board has previously adopted the Clark County Employee Policy Handbook ("Handbook"); and

**WHEREAS**, it is necessary to amend and/or update the handbook from time to time; and

**WHEREAS**, the Clark County Council has approved this handbook at its September 14, 2015 regular meeting; and

**WHEREAS**, it is the intent of Clark County, Indiana to continue to comply with applicable federal and State of Indiana employment laws and regulations.

**NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE CLARK COUNTY COMMISSIONERS, AS FOLLOWS:**

1. That the Employee Handbook dated October, 2015, which is attached hereto, is approved and shall replace and supersede any and all prior written county personnel policies and/or handbooks including any amendments and/or addendums thereon.
2. That this handbook is applicable to every county employee except those individuals who:
  - 1) are considered Judicial Branch employees of the State AND 2) whose department/office has its own employee handbook; OR if this Board reviews and approves another departmental employee handbook or policy.

3. Any disputes or discrepancies regarding the content of the Clark County Employee Policy Handbook shall be clarified by this Board.
4. The Ordinance shall be in full force and effect beginning October 1, 2015, except for the provision of Chapter 4, Section 4.1, entitled "Paid Time Off" regarding the consolidation of the current categories of vacation, sick and personal days, which consolidation only shall begin January 1, 2016.
5. Promulgation is evidenced by the affirmative signatures of the undersigned as the majority of the duly elected and serving members of this Board.

So Ordained this 24th Day of September, 2015.

*Members voting "NO":*

\_\_\_\_\_  
Jack Coffman, Commissioner

\_\_\_\_\_  
Rick Stephenson, Commissioner

\_\_\_\_\_  
Bryan Glover, Commissioner

*Members voting "YES":*

  
\_\_\_\_\_  
Jack Coffman, Commissioner

*Absent*  
\_\_\_\_\_  
Rick Stephenson, Commissioner

  
\_\_\_\_\_  
Bryan Glover, Commissioner

*Attested by:*

  
\_\_\_\_\_  
R. Monty Snelling, Clark County Auditor