

RESOLUTION NO. 2025-1215 B - Commissioners
A RESOLUTION ADOPTING A NEW EMPLOYEE HANDBOOK
2025-12150 Council

WHEREAS, an Employee Handbook is a document that contains the legal obligations of an employer, the rights of an employer, important information on policies and procedures, and details of what employees need to know about their workplace;


WHEREAS, employment law is constantly changing, necessitating periodic updates to the employee handbook and the County has not updated their Employee Handbook for several years;

WHEREAS, the County Commissioners, County Council and Human Resources have reviewed the previous handbook and have revised and amended the Employee Handbook.

NOW, THEREFORE, BE IT RESOLVED by the Warren County Commissioners, that the attached Employee Handbook is hereby adopted, replacing all previous handbooks and amendments issued prior to this update.

PASSED AND ADOPTED, this 15th day of December, 2025.


BOARD OF COMMISSIONERS OF
WARREN COUNTY, INDIANA



John Comer, President




Craig Greenwood



Clay Andrews


COUNTY COUNCIL OF
WARREN COUNTY, INDIANA



Ethan Foxworthy, President



Neil Ellis



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John Hetrick




Nicolas Weston

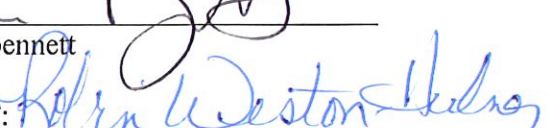
Brady Foster



Ben Dispennett

ATTEST: 

Robin Weston-Hubner, Auditor

ATTEST: 

Robin Weston-Hubner, Auditor

WARREN COUNTY EMPLOYEES' PERSONNEL POLICY MANUAL

Adopted By
Warren County Board of Commissioners December 2025
And
Warren County Council December 2025

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1. INTRODUCTION

This handbook is designed to acquaint you with Warren County 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 Warren County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

For the purposes of this employee handbook, the “County” is defined to mean the Warren County Board of Commissioners, the Warren County Council, the elected officials of Warren County agency and department heads acting individually or in conjunction with one another within the areas of responsibility assigned to said individuals or as defined by applicable statute, constitutional provision, ordinance, case law, or resolution.

No employee handbook can anticipate every circumstance or question about policy. Additionally, the variation in the functions performed by the many offices and departments of County government necessitate variations in working conditions, policies, and in the administration of some of the non-compensation benefits.

For purposes of the policies contained in this handbook, elected officials are not considered County employees.

The policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the County and any of its employees.

Changes in circumstances and requirements may arise. The Board of Commissioners reserve the right to revise, supplement, or rescind any policies or portion of the handbook from time to time, as deemed appropriate, in its sole and absolute discretion. These provisions supersede all existing policies and practices and may not be amended or added to by any department or office of County government without the express written approval of the Board of Commissioners.

The only exception to any changes is our employment-at-will policy permitting the employee or Warren County to end our relationship for any reason at any time. Employees will be notified of any changes to the handbook as they occur.

2. EMPLOYMENT

A. EMPLOYMENT AT WILL

Employment with Warren County is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Warren County may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

B. MANAGEMENT RIGHTS

Warren County retains the responsibility and authority to manage and direct on behalf of the public the operations and activities of the County to the full extent authorized by law.

Such responsibility and authority shall include but not be limited to:

1. The right to direct the work of its employees;
2. The right to establish policy;
3. The right to maintain the efficiency of public operations;
4. The right to design and implement safety programs for employees;
5. The right to design and implement job training for employees;
6. The right to determine what services shall be rendered to the public;
7. The right to determine job content and job descriptions;
8. The right to determine and implement objectives and goals of the County;
9. The right to establish, allocate, schedule, assign, modify, change, and discontinue County operations, work shifts, and working hours;
10. The right to establish, change, and discontinue work standards;
11. The right to hire, examine, classify, train, transfer, assign, and retain employees; suspend, discharge, or take other disciplinary action against employees in accordance with applicable law and to relieve employees from duties due to disciplinary reasons or other legitimate reasons; and make promotions and demotions;
12. The right to change, modify, and alter the composition of the work force;
13. The right to determine, establish, and implement policies for the selection, training, and promotion of employees in accordance with applicable law;
14. The right to establish, implement, modify, and change procedures and policies for the safety, health, and protection of County property and personnel;
15. The right to adopt, modify, change, enforce, or discontinue any existing rules, regulations, procedures, and policies;
16. The right to establish, select, modify, change, or discontinue equipment, materials, and the layout and arrangement of equipment;
17. The right to determine the size and character of inventories and their disposal;
18. The right to control the use of property, machinery, inventories, and equipment owned, leased, or borrowed by the County;
19. The right to determine the location, establishment, and organization of new departments, divisions, subdivisions, or facilities thereof, and the relocations of departments, subdivisions, locations, and the closing and discontinuance of same; and
20. The above enumeration of management rights is not inclusive of all such rights and all rights granted the County by constitution, statute, charter, ordinance, or in any manner are retained by the County.

C. EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Warren County will be based on merit, qualifications, and abilities. Warren County does not discriminate in employment opportunities or practices on the basis of race, color, ancestry, religion, sexual orientation, gender, marital status, veteran status, political affiliation, national origin, age, disability, or any other characteristic protected by law.

All position notices, postings, advertisements, and recruiting literature shall contain the

phrase: "An Equal Opportunity Employer."

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of their Department Head, the Warren County Commissioners and Oversight Committee. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

D. AMERICAN WITH DIASABILITIES ACT AND PERSONS WITH DISABILITIES

It is the policy of Warren County to comply with the Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination on the basis of disability. The County will not discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Warren County will attempt to accommodate disabled employees and job applicants to enable them to perform the essential functions of their jobs in a safe and efficient manner.

Reasonable accommodations are modifications to a job, work environment, schedule or way that things are usually done that allow applicants or employees to perform the essential functions of the position they pursue or currently hold, or enjoy equal access to benefits available to other individuals in the workplace that do not create an undue hardship for the County. Employees needing to request an accommodation should contact the Warren County ADA Coordinator (Human Resources). If a person is not able to perform the essential functions of a job, even with reasonable accommodation, then the person is not qualified for the position.

Warren County will afford reasonable accommodation to qualified applicants and employees with a known disability, provided that the accommodation does not cause undue hardship to Warren County, or, irrespective of the accommodation, that such individuals do not pose a direct threat to the health and safety of themselves or others.

Any individual who believes they have received treatments inconsistent with this policy or the ADA may file a complaint within ninety (90) days of the date of the alleged discriminatory act or practice with the County ADA Coordinator.

E. AUTHORIZED ALIEN STATUS AND CITIZENSHIP

All new hires must cooperate with the County in its compliance with the Immigration Reform and Control Act of 1986 and in verifying employment eligibility. New employees shall complete a Form I-9 and show proof of identity and employment eligibility within the first three (3) days of employment. Former employees who are rehired must also complete a new I-9 form.

F. E-VERIFY

Human Resources shall administer the E-verify enrollment of all County new hires and re-hires and shall ensure that appropriate forms are properly completed and retained as required by law.

G. ELIGIBILITY FOR LOCAL PUBLIC BENEFITS

All County employees shall complete a Verification of Eligibility for Local Public Benefits Form to ensure entitlement to a Federal public benefit as defined by I.C. 12-32-1-2 and State or Local public benefits as defined by I.C. 12-32-1-3. This form shall be administered and retained by Human Resources as required by law.

H. JOB CLASSIFICATION

Job descriptions are made available for every position within the County so that employees understand their employment status and benefit eligibility. The right to terminate the employment relationship at will at any time is retained by both the employee, Elected Officials, Commissioners, or authorized Department Head that is an appointed representative of the Commissioners.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws.

Each employee will belong to one other employment category:

Full Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work at least thirty-five (35) hours per week to be eligible for Warren County's benefit package, subject to the terms, conditions, and limitations of each set forth.

Part-Time employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than thirty (30) hours per week.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project.

I. JOB POSTING

A job announcement will include job title, department, and a brief description of job duties and qualifications. Openings for positions will be advertised and posted on the County website for at least five (5) days. Applications from current staff will receive first consideration; however, the hiring official may choose from a list of qualified outside applicants.

Authorization to recruit and hire to fill a vacancy in an existing or newly created position rests solely with the Elected Official, the Commissioners, or appointed Department Supervisor representing the Commissioners.

Open and new job opportunities shall be afforded to County employees subject to ability and job qualifications to be reasonably determined by the County. Open and new jobs shall be posted for a minimum of five (5) days, during which time any employee may submit an application. The position shall be advertised publicly, and may run concurrently with internal positing.

J. EMPLOYEMNT APPLICATIONS

All applicants are required to complete a **Warren County Employment Application** form. Prospective employees may only complete and submit a job application in conjunction with a posted position. The job application form shall be maintained by the Human Resource's Office. Applications for County employment shall request only that information necessary for employment decisions.

All applicants must complete the County's Employment Application in its entirety. All applications shall be signed by the applicant verifying the information contained therein is true, complete and accurate.

The County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the County's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Placement of an employment application with the County does not mean that all applicants will be interviewed. Equal consideration will be given to all applicants based on qualifications listed for the job.

Before beginning work, a copy of the application shall be returned to the Human Resource's Office prior to hiring or being placed in the County payroll. All newly hired employees shall report to the Human Resource's Office to submit documents necessary for compliance with federal, state, and local law and for enrollment in any eligible benefit programs, also listed above.

K. OFFER OF EMPLOYMENT

The offer of employment will outline

- Position/Department
- Employment Status
- Work Schedule
- Pay Rate
- Probationary Period
- FLSA Status
- Benefits Eligibility, and
- Required Position Certifications

The offer of employment is contingent on satisfactory proof of permission to work in this country and receipt of satisfactory references, if requested. All offers of employment for all County positions are conditioned on the prospective new employee's undergoing a background check and submitting to a drug test pursuant to the County's Drug and Alcohol-Free Workplace Policy.

The offer of employment shall be signed by the applicant and authorized official and a copy submitted to the Human Resource's office before the applicant is considered an employee of the County.

L. MEDICAL EXAMINATIONS

To ensure that employees are able to perform their duties safely, medical examinations may be required of those positions responsible for public safety and health prior to hiring, or any time during the course of employment with the County.

Employees shall be required to submit to fitness for duty medical or psychological evaluations prior to returning from Military leave or employee illness or injury leave under the FMLA or to meet terms and conditions associated with performing job duties.

Information on an employee's medical condition or history shall be kept in a confidential file separate from other employee information by the Human Resource's Office. Access to this information will be limited to the employee and persons designated by the Commissioners on a need-to-know basis.

M. EMPLOYMENT REFERENCE CHECKS AND CRIMINAL BACKGROUND CHECKS

To ensure that individuals who are employed by the County are well qualified and have a strong potential to be productive and successful, it is the policy of the County to check the employment references of all applicants.

For employment reference checks requested by outside employers of past or current County employees, the County will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry. The County reserves the right to inquire into an employee's background or request additional background checks at any point during their employment.

All applicants shall be subject to a criminal background check.

N. NEPOTISM

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. Indiana Code 36-1-20.2 specifies that relatives may not be employed by the County in positions that result in one relative being in the direct line of supervision of the other relative.

A person is in the 'direct line of supervision' of an elected officer or employee if the elected officer or employee is in a position to affect the terms and conditions of the individual's employment, including making decisions about work assignments, compensation, grievances, advancement, or performance evaluation.

The term 'direct line of supervision' does not include the responsibilities of the executive, legislative body, or fiscal body of a unit, as provided by law, to make decisions regarding salary ordinances, budgets, or personnel policies of the unit.

'Employed' means an individual who is employed on a full-time, part-time, temporary, intermittent, or hourly basis. The term does not include an individual who holds only an elected office. The term does include an individual who is party to an employment contract.

'Relative' means spouse, parent, step-parent, child, step-child, brother, sister, step-brother, step-sister, half-brother, half-sister, niece, nephew, aunt, uncle, daughter-in-law, son-in-law, adopted child.

An individual who is employed on the date that individual's relative begins serving a term of an elected office may remain employed in that position even if the individual's employment would violate this policy.

In a case where there is any question as to adherence to this policy, the final decision shall be made by the County Commissioners.

O. CONTRACTING WITH THE COUNTY

Indiana Code 36-1-21 states that the County may enter into a contract or renew a contract for the procurement of goods and services or a contract for public works with: (1) an individual who is a relative of an Elected Official or; (2) a business entity that is wholly or partially owned by a relative of an Elected Official only if the Elected Official files a full disclosure which must:

- Be in writing
- Describe the contract or the purchase
- Describe the relationship of the official to the business
- Be affirmed under penalty of perjury
- Be submitted to the legislative body prior to final action
- Be filed (within 15 days of final action) with the State Board of Accounts and the County Clerk

If a contract is entered into with a relative the appropriate agency of the County shall make a certified statement that the contract amount or purchase price was the lowest amount or price offered or make a certified statement of the reasons why the vendor or contractor was selected. Contracts in existence prior to July 1, 2012 are excepted.

An Elected Official that is in violation of this policy may be subject to penalties for

perjury which is a level 6 felony with up to three (3) years prison sentence. The County's failure to adopt policies or failure to include a statement in the R-100 Personnel Report under Indiana Code 36-11-21 (Contracting with a Unit) will result in the Department of Local Government Finance not approving the County's budget or any additional appropriations for the ensuing calendar year.

P. ORIENTATION/EXIT INTERVIEWS

Once employed by the County, Elected Officials/Department Heads shall conduct an informal orientation to familiarize the new employee with the County. The employee's Supervisor shall ensure that all necessary personnel forms are completed on the first day of employment and are filed with the Human Resource's office.

The employee will receive a copy of the Warren County Personnel Policies Handbook and any applicable workplace rules, including the drug-free workplace policy.

It is the responsibility of the employee to read and understand the Personnel Handbook. Each employee shall sign the Employee Acknowledgement form, periodic updates will also be acknowledged.

Upon termination of the employment relationship, employees may be asked to participate in an exit interview prior to the effective date of their termination with Human Resources.

The purpose of the exit interview will include

- 1 Verification of the return of all equipment, keys, uniforms, etc.
- 2 Assurance of proper payment of unused vacation, if any, days of work, etc. shall be paid following a timesheet audit;
- 3 Continuation of any benefits the employee may be eligible for; and
- 4 Verification of reason for leaving for unemployment compensation purposes.

Q. PROBATIONARY PERIOD

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The County uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired full-time employees work on a probationary basis for the first three (3) months after their date of hire. Part-time employees shall serve a four (4) month introductory period. Any significant absence will automatically extend the introductory period by the length of the absence. If the County determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended in thirty (30) day increments, for a period not to exceed a total period of one hundred eighty (180) days. After ninety (90) days of extended probationary period, the employee will undergo a performance review with their supervisor.

During the introductory period, new employees are eligible for those benefits that are required by law, such as worker's compensation insurance and Social Security. They may also be eligible for other employer provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

Employees who fail to demonstrate the commitment, performance and attitude expected by the County may be terminated at any time during the introductory period. Employees continue to have the right to terminate employment at any time, with or without cause or notice, and the County has a similar right.

R. OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with the County. All employees will be judged by the same performance standards and will be subject to the County's scheduling demands, regardless of any existing outside work requirements.

Employees who are provided Family and Medical Leave under the County's FMLA policy for their own serious illness or injury shall not be employed by outside employers when on FMLA.

If a Department Head or Elected Official determines that an employee's outside work interferes with performance or the ability to meet the requirements of the County as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to retain employment with the County. Employees may not work for outside employment while on the clock or while working for the County during their regularly scheduled County workday.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on the County. County employees are to file a conflict of interest statement with the County Clerk, State Board of Accounts, and copy to the County 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 contractor.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not use County vehicles or equipment, or receive any income or material gain from individuals outside the County for materials produced or services rendered while performing their jobs.

Disclosure of relationships or interests that may be in conflict with the business of the County must be provided annually. Employees having financial interest in a company or substantial investments in a corporation that might benefit from their dealings with the County must file a Conflict of Interest statement with the Warren County Clerk, which is maintained by the Warren County Auditor, and uploaded to the State Board of Accounts.

If a relationship, investment or interest in an organization is found to be in conflict with the interests of the County, the County must take whatever action is necessary to resolve the situation, including, but not limited to, termination.

S. ELECTIVE OFFICER AND COUNTY EMPLOYMENT RESTRICTED

Indiana Code 3-5-9 specifies that a County employee is considered to have resigned from employment with the County if the employee assumes the elected executive office of the County or becomes an elected member of the County's legislative or fiscal body.

A volunteer firefighter may not assume or hold a position on the executive, legislative, or fiscal body of the County if the County receives fire protection services from the department in which the volunteer firefighter serves. Fire protection services provided under mutual aid agreements are excluded.

If an Elected Official returns to a non-elective full-time position, his/her time in elective office shall count as years of service for the purpose of determining the amount of eligible vacation time or other benefits based on years of service with the County.

T. PERSONNEL FILES

Employee files are maintained by Human Resources in the County Human Resource's Office and are considered confidential. All confidential information regarding employees will be kept in a file, to which access is restricted. Elected Officials and County Commissioners shall have a legitimate reason to review information in a file and such information shall be discussed only in a closed personnel meeting with the employee. With reasonable notice, an employee may review their own file in the presence of the Department Head.

The employment selection procedure shall be documented and recorded and shall remain strictly confidential. Accurate personnel records shall be kept on file for each employee for a period of not less than seven (7) years and should be used to substantiate and support the employment decision in the event of inquiry.

The County maintains five (5) separate personnel records concerning the employee's employment history.

1. **Personnel File:** The employee's personnel file shall contain the employee's Employment Application, salary, insurance enrollment and beneficiary forms, retirement forms, change of address forms, and personnel policies handbook acknowledgment form. This file shall be maintained by the Human Resource's office. Certain documents in this file shall be deemed confidential, and released only to persons on a need-to-know basis.

2. **Administrative File:** This file shall contain documentation of performance such as performance evaluations, emergency information sheet, disciplinary records, and other documentation concerning disciplinary actions including employee complaints, absences, tardiness, administrative leaves, and other related information. This

confidential file shall be deemed as exempt under the Indiana Public Records Law. This file shall be maintained by the Human Resource's office and released only on a need-to-know basis.

3. **Medical File:** The employee's medical file shall contain all medical information, including health insurance enrollment and beneficiary forms, disability information, ADA accommodations, worker's compensation documents, results of alcohol and drug tests, and other medically related information. This confidential file shall be deemed as exempt under the Indiana Public Records Law. This file shall be maintained by the Human Resource's office and released only to persons on a need-to-know basis.

4. **CDL File:** the CDL file is maintained by the Highway Department.

5. **I-9 File:** The I-9 file shall contain the I-9 form. This file shall be maintained in the Human Resource's Office.

U. ACCESS TO PERSONNEL FILES

Access to confidential personnel files shall be limited to the employee, the Elected Official or Department Head of the employee, Human Resources, County Auditor, County Attorney, and other persons authorized by the County Attorney on a need-to-know basis. The County Human Resource's Office shall not provide any information pursuant to a subpoena or court order sooner than ten (10) calendar days after the date of receipt of subpoena or court order. Within five (5) calendar days of the receipt of the subpoena, the County Attorney shall notify the affected employee(s) of receipt of the subpoena to permit the employee(s) to seek any appropriate judicial relief from that subpoena.

V. REQUESTS FOR INFORMATION

Occasionally, employees of the County are contacted by outsiders for information about current or former employees, or about the County's policies, practices or procedures. All such requests must be referred to appropriate officials in the organization. Employees are advised to consult with their Elected Official/Department Head before releasing information. Violation of this policy shall be subject to disciplinary action up to and including termination.

3. WORKING CONDITIONS

A. EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. Any employee appearing for work while under the influence of, in possession of, or transmitting/dealing illegal drugs or alcohol will be subject to disciplinary action including termination of employment.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result

in disciplinary action, up to and including termination of employment:

- Misrepresenting or falsifying information on the employment application when information is made known after the applicant is employed by the County;
- Theft or inappropriate removal or possession of property;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety rules;
- Smoking in prohibited areas;
- Possession of dangerous or unauthorized materials, such as explosives or unlicensed firearms, in the workplace;
- Excessive absenteeism or any absence without notice;
- Unauthorized disclosure of confidential information;
- Violation of personnel policies;
- Unsatisfactory performance or conduct

B. BUSINESS ETHICS AND CONDUCT

The successful operation and reputation of County government is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our citizens' trust, and we are dedicated to preserving that trust. Employees owe a duty to Warren County government, its customers, and citizens to act in a way that will merit the continued trust and confidence of the public.

Warren County will comply with all applicable laws and regulations and expects its department heads, elected officials and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

Compliance with this policy of business ethics and conduct is the responsibility of every Warren County employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

The proper operation of democratic government requires that actions of public officials and employees be impartial; that government decisions and policy be made in the proper channels of governmental structure; that public office not be used for public gain; and that the public have confidence in the integrity of its government. Recognition of these goals establishes a Code of Ethics for all elected officers and employees appointed and employed by the County

1 No employee shall use their official position for personal gain, or shall engage in

- any business or transaction, or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of their official duties;
- 2 No employee shall, without proper legal authorization, disclose confidential information concerning the property, government, or affairs of the County. Nor shall they use such information to advance the financial or other private interest of themselves or others;
- 3 No employee shall accept any gift, favor or item of value that may tend to influence an employee in the discharge of their duties or grant in the discharge of employee duties any improper favor, service, or item of value;
- 4 Any employee offered a gift or favor who is not sure if its acceptance is a violation of the Code of Ethics should inform their department head of the gift offer. The department head will make a decision or refer the individual to the Board of Commissioners;
- 5 No employee shall represent private interests in any action or proceedings against the interest of the County in any matter in which the County is a part;
- 6 State law prohibits employees and officials from having a financial interest in companies which do business with public agencies, with minor exceptions;
- 7 No employee shall engage in or accept private employment or render services for private interests-when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independent judgment of action in the performance of their official duties.

C. COUNTY EMERGENCY /ESSENTIAL PERSONNEL

All employees are expected to report on their scheduled workdays. Periodic emergencies, such as severe weather or power failures, can disrupt County operations, sometimes requiring closing of a work facility. When such emergencies occur during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When a Warren County work facility is officially closed for emergency conditions before the beginning of the workday, the time off from scheduled work will be paid to full-time employees affected by the facility closing. If an employee is required to work at a closed facility, the employee shall be additionally compensated for all such hours worked as his/her normal rate of pay plus time and a half. Such work must have prior approval by the County Commissioners.

If an employee does not report to work on a day in which the facility is later closed, the entire shift will be deducted from vacation or personal leave. In the event the employee has exhausted his/her vacation or personal leave, this day shall be unpaid.

D. USE OF TELEPHONES AND COUNTY MAIL

Personal telephone calls should be limited in frequency and duration. Personal use of the County's telephones and fax machines for long-distance calls is not permitted, except for emergencies.

To ensure effective telephone communications, employees should always use the

approved greeting and speak in a courteous and professional manner.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at work.

E. USE OF CELLULAR/MOBILE PHONES

Any County employee who is issued a cell phone by the County shall use that phone for County business only. In the event that an employee violates this policy, the employee may be subject to employee discipline pursuant to the County personnel policy.

The use of personal cellular/mobile phones during work hours should be limited in frequency and duration. Employees may use personal cellular/mobile phones during break periods, including meal breaks in locations that do not pose a disruption to others. Employees using cellular/mobile phones excessively during work hours will be subject to appropriate disciplinary action.

Cellular/mobile phones should be turned off during meetings and training courses, except in circumstances when it is absolutely necessary to take an urgent business phone call. In these circumstances, it is courteous to alert others in attendance to the fact that such a call is expected.

Violations of the County cell phone policy may result in disciplinary action, up to and including termination.

1. Use of Cell Phones While Driving or Operating Equipment: The use of cell phones while driving or operating equipment may present a hazard to the driver, other employees, and the general public. This policy is meant to ensure the safe operation of County vehicles and equipment, and the operation of private vehicles while an employee is on work time conducting County business.

Employees shall adhere to all federal, state, or local rules and regulations regarding the use of cell phones while driving or operating equipment. Accordingly, employees shall not use cell phones while driving pursuant to state law.

Except for public safety officers, employees should not use handheld cell phones for business purposes while driving or operating equipment. Should an employee need to make or receive a business call while driving, he/she should locate a lawfully designated area to park and make or receive the call.

Employees may use hands-free cell phones to make or receive business calls. Such calls should be kept short, and should the circumstances warrant (e.g. heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue the call.

E. CYBERSECURITY AND CONFIDENTIALITY

General Use and Ownership

All uses of information and information technology resources must comply with organizational policies, standards, procedures, and guidelines, as well as any applicable license agreements and laws including Federal, State, local and intellectual property laws. Warren County proprietary information stored on electronic and computing devices whether owned or leased by Warren County, the employee, remains the sole property of Warren County.

You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Warren County proprietary information within 24 hours of the loss by filling out the Warren County theft form.

Report cybersecurity incidents as soon as possible, within 1 business day of the occurrence.

You may access, use or share Warren County proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties. Employees are responsible for exercising good judgment in protecting organizational information and resources from unauthorized use or disclosure; protecting personal, private, sensitive, or confidential information from unauthorized use or disclosure; observing authorized levels of access and utilizing only approved IT technology devices or services; and immediately reporting suspected information security incidents or weaknesses.

Warren County reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

All mobile and computing devices that connect to the internal network must comply with the Mobile-Device-Security Policy

System level and user level passwords must comply with the Password and 2FA Policy below. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All computing devices (business or personal) must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

Postings by employees from a Warren County email address to newsgroups or social media should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Warren County, unless posting is in the course of business duties.

Employees must use extreme caution when opening e-mail attachments received from

unknown senders, which may contain malware.

Unacceptable Use

Under no circumstances is an employee of Warren County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Warren County- owned resources.

System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Tampering, disengaging, or otherwise circumventing an organization or third-party IT security controls.
2. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Warren County.
3. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs, copyrighted sources, and the installation of any copyrighted software for which Warren County or the end user does not have an active license is strictly prohibited.
4. Accessing data, a server or an account for any purpose other than conducting Warren County business, even if you have authorized access, is prohibited.
5. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
6. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
7. All USB devices will be restricted for administrative use, to ensure the integrity of the network and infrastructure systems.
8. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
9. Using a Warren County computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
10. Making fraudulent offers of products, items, or services originating from any Warren County account and/or device.
11. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
12. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties.

13. Port scanning or security scanning is expressly prohibited unless prior notification to IT is made.
14. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
15. Circumventing user authentication or security of any host, network or account.
16. Introducing honeypots, honeynets, or similar technology on the Warren County network.
17. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
18. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
19. Providing information about, or lists of, Warren County employees to parties outside Warren County.
20. Connecting non-Warren County computer or personal equipment to the organization's internal network or any nonpublic IT resource;
21. Connecting organizational IT resources to unauthorized networks, unless that resource is approved for out of office activities;
22. Connecting to any wireless network while physically connected to the organization's wired network (Hot spotting);
23. Installing, downloading, or running software that has not been approved following appropriate security, legal, and/or IT review in accordance with organizational policies. The following browsers are ALLOWED Microsoft edge, Google Chrome, Mozilla Firefox;
24. Connecting to commercial email systems (e.g., Gmail, Hotmail, Yahoo, AOL, or any 3rd party system) without prior management approval.
25. Streaming media sites for personal use, and recreation (includes streaming radio sites, Netflix, YouTube TV, Hulu, HBO, and other popular sites). Networks designated for public access use is excluded from this policy.
26. Using Warren County Resources to do tasks for your own personal business or business for any other purpose then servicing Warren County Needs.
27. Using an organization's IT resources to circulate unauthorized solicitations or advertisements for non-organizational purposes including religious, political, or not- for-profit entities;
28. Providing unauthorized third parties, including family and friends, access to the organization's IT information, resources, devices, hardware, or facilities;

Email and Communication Activities

When using County resources to access and use the Internet, users must realize they represent the County. Whenever employees state an affiliation to the County, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the County".

Blogging and social media (includes but not limited to Facebook, Instagram, twitter, TikTok, etc.)

1. Blogging and social media by employees, whether using Warren County's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Warren County's systems to engage in is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Warren County's policy, is not detrimental to Warren County's best interests, and does not interfere with an employee's regular work duties. This activity from Warren County's systems is also subject to monitoring.
2. Warren County's Confidential Information policy also applies to blogging and social media. As such, Employees are prohibited from revealing any Warren County confidential or proprietary information, trade secrets or any other material covered by Warren County's Confidential Information policy when engaged in blogging and social media.
3. Employees shall not engage in any blogging and social media that may harm or tarnish the image, reputation and/or goodwill of Warren County and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging, using social media or otherwise engaging in any conduct prohibited by Warren County's Non-Discrimination and Anti-Harassment policy.
4. Employees may also not attribute personal statements, opinions or beliefs to Warren County when engaged in blogging and social media. If an employee is expressing his or her beliefs and/or opinions in blogs and social media, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Warren County. Employees assume any and all risk associated with blogging and social media.
5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export-controlled materials, Warren County's trademarks, logos and any other Warren County intellectual property may also not be used in connection with any blogging and social media activity.

2FA Policy

All persons who have access to any IT network resource, infrastructure, cloud applications managed by Warren County, will be required to use a minimum of a password meeting complexity requirement, and 2FA.

Users will be required to enroll a device to serve as the second authentication method as part of multi-factor authentication. This second device can be an office phone, cell phone, or supported authenticator app. Multiple authentication methods can be added to a single account. Use of a cell phone or mobile device is preferred as this ensures that the person logging is that person.

Users will set a default sign-in method from the methods added to their account. Users must contact Information Technology Services to report suspicious activity or a compromised account.

All remote connections will have 2FA authentication enforced.

Occasional and Incident Personal Use

Occasional, incidental and necessary personal use of IT resources is permitted, provided such use: is otherwise consistent with this policy; is limited in amount and duration; and does not impede the ability of the individual or other users to fulfill the organization's responsibilities and duties, including but not limited to, extensive bandwidth, resource, or storage utilization.

Exercising good judgment regarding occasional and incidental personal use is important. Organizations may revoke or limit this privilege at any time.

Individual Accountability

Individual accountability is required when accessing all IT resources and organization information. Everyone is responsible for protecting against unauthorized activities performed under their user ID. This includes locking your computer screen when you walk away from your system, and protecting your credentials (e.g., passwords, tokens or similar technology) from unauthorized disclosure. Credentials must be treated as confidential information, and must not be disclosed or shared.

Restrictions on Off-Site Transmission and Storage of Information

Users must not transmit restricted organization, non-public, personal, private, sensitive, or confidential information to or from personal email accounts or personal storage accounts (e.g., Gmail, Hotmail, Yahoo, drop box, OneDrive, etc.) or use a personal email account to conduct the organization's business unless explicitly authorized. Users must not store restricted organizational, non-public, personal, private, sensitive, or confidential information on a non-organizational issued device, or with a third-party file storage service that has not been approved for such storage by the organization.

Devices that contain organizational information must be attended at all times or physically secured and must not be checked in transportation carrier luggage systems.

User Responsibility for IT Equipment

Users are routinely assigned or given access to IT equipment in connection with their official duties. This equipment belongs to the organization and must be immediately returned upon request or at the time an employee is separated from the organization. Users are financially responsible for the value of equipment assigned to their care if it is not returned to the organization. Should IT equipment be lost, stolen or destroyed, users are required to provide a written report of the circumstances surrounding the incident. Users may be subject to disciplinary action which may include repayment of the replacement value of the equipment. The organization has the discretion to not issue or re-issue IT devices and equipment to users who repeatedly lose or damage IT equipment.

Compliance Measurement

Compliance is expected with all enterprise policies and standards. Policies and standards may be amended at any time.

If compliance with this standard is not feasible or technically possible, or if deviation from this policy is necessary to support a business function, entities shall request an exception.

Exceptions

Requests for exceptions to this policy shall be reviewed Warren County Commissioners and IT. The request should specifically state the scope of the exception along with justification for granting the exception, the potential impact or risk attendant upon granting the exception, risk mitigation measures to be undertaken by the IT, initiatives, actions and a timeframe for achieving the minimum compliance level with the policies set forth herein.

Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Being an Elected official does not exclude them from following this IT Policy, persons having found violated Warren County policies may be subject to \$100 fine and penalties.

G. USE OF INTERNET AND EMAIL

Employees may be provided access to the internet and e-mail to assist them in the performance of their duties and such access is intended for business use. Violations of this policy may result in disciplinary action, up to and including termination. Violations of federal, state, or local laws resulting from the use of County information technologies will result in referral to the appropriate legal authorities. To ensure compliance with this policy, computer and e-mail use may be monitored. Employees shall not use County electronic to use the internet for other than official County business without authorization from the employee's Department Head or Elected Official. Use of the internet includes logging on, viewing, uploading or downloading material to or from the internet

Warren County strives to maintain a workplace that is free of harassment and is sensitive to the diversity of its employees. Therefore, the County prohibits the use of information technologies such as computers, e-mail, and the internet, in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission.

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 construed as harassment, or showing disrespect to others.

Warren County purchases and licenses the use of various computer software for business purposes and does not own the copyright to 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.

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

Internet Access

Access to the internet is provided for business related purposes. Personal use of such equipment and software shall be limited in frequency and duration and shall not interfere with an employee's assigned duties.

Warren County will not be responsible for any damages, direct or indirect, arising out of the use of its internet resources.

All material downloaded from the internet or from computers or networks that do not belong to Warren County MUST be scanned for viruses and other destructive programs before being placed onto the computer system.

Employees are responsible for the material they review and download on the internet.

Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory is prohibited. Employees encountering such material should report it to their Elected Official/Department Head immediately. Employees are responsible for the material they review and download on the internet

Employees may not post photographs of County Offices, Department events, County employees, or citizens visiting County offices without express permission from an Elected Official or Department Head.

The County maintains the right to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites employees visit on the internet, monitoring chat and news groups and blogs, reviewing material downloaded or uploaded by employees, and reviewing e-mail sent and received by employees.

Violations of this policy are subject to disciplinary action, up to, and including termination.

Electronic Mail (E-mail)

Employees should exercise the same care in drafting e-mail, communicating in chat groups or blogs, and posting items to news groups as they would for any other written communication.

The Warren County e-mail system is subject to public records laws and certain e-mails to and from County employees may be deemed public records.

The contents of e-mail sent by, between and/or individuals covered by this policy may be disclosed within or outside the County without the permission of the individual at any time deemed necessary by the County, and for any purpose not specified prohibited by law.

The e-mail system may be monitored when the County deems it necessary to ensure its legitimate business interest in the proper utilization of its property and to ensure that this policy is being followed.

Violations of this policy are subject to disciplinary action, up to, and including termination.

Social Media Accounts of Public Officials

Warren County Elected Officials/Department Heads or employees shall notify the Warren County Attorney prior to the creation of a public social media account that is intended to promote or update the public on events or matters involving Warren County.

A social media account created by an Elected Official/Department Head, or any County employee with the intention to use the account to promote or update the public of official Warren County business and/or events, and gives the account the name of the County office or office holder is subject to Indiana's Access to Public Records Act.

The purpose of a Warren County social media account is to present matters relevant to the services, activities, issues, or policies of Warren County. The account is not to be considered a public forum.

Personal Social Media Accounts

Employees should understand that they are fully responsible for anything they write, publish, post or view online. Discipline or legal action can result from any employee that violates the County policy or creates a hostile work environment.

H. USE OF COUNTY PROPERTY

All forms of County provided equipment, vehicles or property essential in accomplishing job duties are expensive and may be difficult to replace. When using County property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. No County property shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor.

Employees shall 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. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Employees operating County-owned vehicles shall maintain the ability to legally operate assigned vehicles. Employees who operate County-owned property or vehicles or operate personal vehicles for County business are required to notify their elected official/department head in the event that their driver's license is suspended or revoked. An employee's failure to notify his or her elected official or department head of a driver's license suspension or revocation is subject to disciplinary action, up to and including termination. Employees who operate a County-owned vehicle or operate a personal vehicle for County business are required to keep a copy of their valid driver's license and proof of insurance on file with the Auditor's Office.

Each occupant of a County or personal vehicle while on County business must wear appropriate seat belts. Each employee is personally responsible for any fines incurred as a result of driving or parking violations. In addition, no employee is permitted, under any circumstances, to operate a County vehicle or personal vehicle for County business when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication. Warren County has a zero-tolerance alcohol policy for all County-owned vehicles. If a County employee is found to be under the influence of alcohol while operating a County vehicle, it will result in immediate termination of employment.

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 termination.

I. TAKE HOME VEHICLES

The Internal Revenue Code (IRC) requires the taxable value for the use of employer provided vehicles be reported as additional compensation to employees. The employer and employee must timely report personal use as a wage. Such reports are processed by the Auditor's office. Law Enforcement vehicles are considered non-personal use vehicles. Law Enforcement officers are required to use the vehicle for commuting, and personal use is incidental to use for law-enforcement purposes. Personal use of County vehicles, other than commuting, for travel outside of the County is prohibited, (e.g., vacation use).

All exceptions shall be authorized by the Commissioners.

J. RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must, on or before their last day of work, return all Warren County property to a Department Head or Elected Official. When

permitted by applicable laws, the County may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The County may also take all action deemed appropriate to recover or protect its property.

K. TRAVEL EXPENSES

Warren County will reimburse employees for reasonable business expenses incurred while on assignments outside of the County. Business Expenses are defined and will be reimbursed as follows:

1. Meals up to seventy-five (\$75.00) per day (based on detailed receipts). No reimbursement will be given for purchases of alcohol.
2. Parking.

Lodging will be reimbursed at the single room rate of the host hotel for travel more than fifty (50) miles outside of the County or as otherwise approved by the Commissioners.

When travel is complete, employees must submit receipts within seven (7) days. When paying by credit card, the summary receipt is not sufficient for reimbursement. A detailed receipt must be provided.

County employees who use their personal vehicles while conducting County business shall be paid the IRS determined rate, updated annually per mile traveled. This mileage reimbursement rate shall automatically increase or decrease to the amount authorized by IRS regulations in every subsequent year hereafter. When requesting reimbursement for mileage, the employee must submit SBOA Claim Form 1010 that lists where the employee went, the date the employee went, and the nature of the business conducted. It must be accompanied by a printed map (e.g. MapQuest or Google Maps).

L. PERSONAL USE OF COUNTY PROPERTY

To minimize unnecessary expenses, prevent the loss of valuable work time, and prevent lowered morale of cooperative employees, personal use of County facilities, vehicles, and equipment is prohibited. This policy applies to all employees.

M. BULLETIN BOARDS

All required governmental postings are posted on the boards located in the North and South entrances of the Warren County Courthouse. These boards may also contain general announcements from the County. Personal use of bulletin boards is not permitted.

N. PREGNANT WORKERS FAIRNESS ACT

The County provides reasonable accommodation for an employee's pregnancy, childbirth, or any condition related to the employee's pregnancy, including, but not limited to, lactation or the need to express breast milk for a nursing child, unless the accommodation causes undue hardship to the County. Employees are entitled to reasonable accommodations for pregnancy or related conditions, even if the employee is not experiencing a pregnancy-related disability. Reasonable accommodations may include, but are not limited to:

- More frequent or longer paid or unpaid breaks

- Time off for appointments, pregnancy complications, or recovery from childbirth
- Acquisition or modification of equipment or seating
- A temporary transfer to a less strenuous or hazardous position, including light duty
- Job restructuring
- Private non-bathroom space for expressing breast milk
- Assistance with manual labor
- Modification of work schedule

Requests for accommodation should be directed to Human Resources. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation requested, and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation. The County engages in an interactive process with the employee to determine an appropriate accommodation. Accommodations are provided unless it creates an undue hardship. The County prohibits retaliation against an employee who requests or receives an accommodation under this policy law. Employees have the right to be free from discrimination in relation to pregnancy or related conditions, including but not limited to lactation or the need to express breast milk for a nursing child, as well as a right to reasonable accommodations as stated above.

4. PERSONAL CONDUCT

A. PERFORMANCE EVALUATIONS

Department heads, elected officials, and employees shall discuss job performance in a performance evaluation to be conducted on an annual basis to provide Department Heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Performance evaluations shall be in writing and signed by both the employee and the Elected Official/Department Head. Elected Officials/Department Heads shall report to the Commissioners by the end of the year that performance evaluations have been completed with all employees.

Performance evaluations shall be confidential and shall be made available only to the employee and their Elected Official/Department Head.

B. ATTENDANCE AND PUNCTUALITY

Regular and on-time attendance is expected for efficient County operations. Punctual and regular attendance is an essential responsibility of each employee. Employees are expected to report to work as scheduled, on-time and prepared to begin working for their entire work schedule. Late arrival, early departure and other unplanned absences from scheduled hours are disruptive and must be avoided.

Excused absences are those that meet all of the following conditions:

- Employee provides his or her supervisor sufficient notice in advance of the absence.

- The absence request is approved in advance by the supervisor.
- Team member has sufficient accrued paid time off (PTO) per the PTO policy to cover the absence.

Unexcused absences are those that fail to meet any of the above conditions.

If it is necessary for an employee to be absent or late to work due to an illness or an emergency, the team member must personally notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call. Texting or voice mail are not acceptable means of notification, except in certain emergency circumstances. Employees must provide notification each day of an unplanned absence unless on an approved leave of absence.

Employees are expected to work and return from scheduled breaks on time. Arriving to work more than 15 minutes after scheduled start time for any reason not excused above is considered tardy. Leaving work more than 30 minutes before the end of scheduled end time for any reason not excused above is not permitted.

C. 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.

D. APPEARANCE OF WORK AREAS

The County expects the work areas of all employees to be well organized, clean, and attractive. These qualities promote health, productivity, safety, good morale, and customer respect. This policy applies to all employees.

E. GIFTS OR GRATUITIES

Employees are encouraged to maintain good relations with suppliers and others with whom the County may have business dealings. However, the practice of accepting gifts or gratuities including meals is not only unnecessary and undesirable, but also contrary to the public interest. Employees should not accept gifts or gratuities from firms, organizations, agents, or other individuals who may or do conduct business with the County in furnishing materials, goods, and services. A gift of nominal value shall not constitute a gift under this policy.

F. POLITICAL ACTIVITY

The County recognizes employees' interest in participating in the political process. However, participating in, financially or otherwise, in any political campaign or party activity during working hours is prohibited. Elected officials / department heads or political party officials are prohibited from performing threats or coercion against employees to do so.

County owned equipment shall not be used to generate copy or reproduce campaign materials. County vehicles shall not be used to distribute campaign materials. County telephones or fax machines shall not be used for campaign purposes.

G. PRODUCTIVE WORK ENVIRONMENT

It is a policy of Warren County to maintain a productive work environment. Verbal or physical conduct by any supervisor or employee which, in the determination of the Commissioners or Human Resources, harasses, disrupts or interferes with another's work performance or which creates an intimidating, offensive or hostile environment will not be tolerated and will subject the offending supervisor or employee to discipline up to and including termination from employment.

H. PROBLEM RESOLUTION

Warren County is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the employee's department head or elected official.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps:

- 1 Employee presents problem in writing to the department head or elected official. The department head or elected official documents the issue;
- 2 The department head or elected official should respond to the problem during initial discussion; or within fifteen (15) calendar days, after consulting with appropriate County officials, if necessary. Such discussions should be documented in writing;
- 3 If the employee feels the issue is still not resolved, the employee may request the matter be reviewed by the County Commissioners. The issue must be presented, in writing, to the County Commissioners within fifteen (15) calendar days of the oral response from the department head or elected official;
- 4 The County Commissioners will review the issue and respond, in writing, within thirty (30) calendar days. The County Commissioners may make a non-binding recommendation to resolve the problem;
- 5 If the problem does not place the County at risk of non-compliance with any federal or state law, the decision of the department head or elected official shall be final.

I. PROGRESSIVE DISCIPLINE

Warren County's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

The following steps are recommended to all department heads and elected officials:

1- **Verbal warning:** The first step is usually a verbal warning from the supervisor to identify the problem and to state the corrective action needed. The supervisor documents this step (including dates, times, and details of incidents of improper conduct or poor performance) and the date the warning was given on the County Disciplinary Form. The supervisor sends this documentation to Human Resources who will review it and place it in the employee's personnel file. The employee may submit a separate written statement for the file, if desired. If there have been no other disciplinary actions taken after one year, the employee can make a written request that the verbal warning be removed from the personnel file. Employees must sign an acknowledgement of receipt of such verbal warning.

2- **Written Warning:** The second step in the process is a written warning with specific examples cited. The supervisor prepares a letter or memo that states a specific time frame in which the employee must improve and gives the exact consequences of failure to improve. Prior to issuing the letter, the supervisor must review it with his/her elected official / department head. A copy of the letter is forwarded to Human Resources for review and placement in the employee's personnel file. The employee has the option of submitting a written statement that will also be placed in the file.

3- **Adverse Action:** If repeated attempts at corrective action fail to produce satisfactory results, the employee may be subject to some form of adverse action. The term adverse action means an action involving either suspension, demotion or dismissal. Before the action becomes effective, the supervisor must obtain the approval from the elected official / department head and approval of Human Resources or his/her designee.

A copy of all written disciplinary action will be kept in the employee's file.

If required by law, the County may afford a due process hearing, in most instances to any employee covered by the terms of this handbook. An employee may also use the procedure in Subsection H to resolve problems. There are certain types of employee problems that are serious enough to justify either suspension or termination of employment without going through the usual progressive discipline steps. Such action is within the discretion of each department head or elected official.

Any employee who receives three documented warnings in a 12-month period is subject to dismissal as is the employee who receives repeated disciplinary actions for any reason.

The County is under no obligation to follow these steps in sequence or even to follow them at all. The County reserves the right to terminate anyone's employment immediately without warning.

J. HARASSMENT/HOSTILE WORK ENVIRONMENT

This policy applies to all Warren County employees.

Definition of Harassment

Harassment is a form of employee misconduct that undermines the integrity of the employment relationship. All employees are entitled to work in an environment free from harassment or inappropriate conduct. While it is difficult to define what constitutes illegal harassment under the law, Warren County realizes that any type of harassing behavior based on race, color, sex/gender, pregnancy, religion, age, marital status, sexual orientation, gender identity, national origin, disability, veteran status, genetic information, ancestry, or any other category protected by law is inappropriate in the workplace. Therefore, Warren County will not tolerate any behavior that creates an intimidating, offensive, or hostile work environment or that interferes with work performance.

Examples of harassing behavior include, but are not limited to: racial slurs, ethnic jokes, stereotyping, the display of posters or other materials that are offensive or show hostility to a group or individual based on a protected category as defined above, or any other category protected by law.

Warren County strongly disapproves of and will not tolerate inappropriate conduct or harassment of employees by supervisors, co-workers, or other in the workplace, such as customers or vendors.

The County is committed to complying with all applicable local, state, and federal laws prohibiting discrimination and harassment in the workplace.

Types of Workplace Harassment

Physical Harassment: Physical harassment can come in the form of violence, both physically or to property. This can also be threatening behavior. In its extreme, it can even be termed assault. An employee may be physically abused, such as pushing, punching, or slapping, as well as other kinds of physical abuse. It can also involve a car, for example. One worker may damage the vehicle by tampering, breaking, scratching, or inflicting other kinds of damages.

Personal Harassment: The victim may be subjected to unwanted remarks, insults, offensive and derogatory statements. Being constantly put down with condescending statements can all be seen as personal harassment. Personal harassment can also be called bullying.

Discriminatory Harassment: Discriminatory harassment in the workplace is directed at someone's race, age, sex, or some other form of protected class who is

subjected to offensive or intimidating remarks.

Psychological Harassment: Psychological harassment occurs when a victim is put down, belittled, or has to listen to needless condescending remarks that can affect him/her. These negative remarks can be aimed at the victim from both a professional as well as a personal level.

Cyberbullying: Cyberbullying occurs online. Cyberbullying includes making threatening statements to the victim or spreading rumors on social media.

Sexual Harassment: Sexual harassment occurs when the perpetrator behaves in a romantic or sexual way towards the victim who is clearly uncomfortable and does not want attention of this nature.

3rd Party Harassment: 3rd party harassment occurs with someone who is not a Warren County employee. Examples of 3rd Party may include suppliers, vendors, and citizens.

Reporting a Complaint

While the County encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his/her behavior is unwelcome, the County also recognizes that power and status disparities between an alleged harasser and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the following steps should be followed in reporting a sexual harassment complaint.

In order to take a corrective action, the County must be aware of sexual harassment or related retaliation. Therefore, anyone who believes that he/she has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior.

Any employee who experiences sexual harassment should contact his/her Elected Official/Department Head immediately. If unresolved, or in the event the harassment is alleged against the Elected Official/Department Head, the employee is advised to obtain a sexual harassment complaint form from Human Resources. The employee is directed to submit the completed form to the Elected Official/Department Head, or in the event the alleged harassment is against the Elected Official/Department Head, then the completed form is to be submitted to County Attorney. The best time to register a complaint is immediately after the act occurs.

Any supervisor who has witnessed or becomes aware of the alleged occurrence of sexual harassment or retaliation, or receives a complaint of sexual harassment involving a person within that supervisor's purview is required to take prompt corrective action and to report the incident to Human Resources. Failure of a supervisor to immediately take corrective action or to report the incident shall constitute misconduct subject to disciplinary action.

Description of Misconduct

An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of sexual harassment.

Verbal reports of sexual harassment must be recorded in written form either by the complainant or the individual(s) designated to receive complaints, and be signed by the complainant. Individuals who believe they have been or currently are being harassed should maintain a record of objectionable conduct to effectively prepare and corroborate their allegations.

Time Frame for Reporting Complaints

The County encourages a prompt reporting of complaints so that rapid response and appropriate action may be taken. However, due to the sensitivity of these problems and because of the emotional toll such misconduct may have on an individual, no limited time frame will be instituted for reporting sexual harassment complaints. Late reporting of complaints will not in and of itself preclude the County from taking remedial action.

Protection Against Retaliation

The County will not in any way retaliate against the individual who makes a report of sexual harassment nor permit any supervisor or employee to do so.

Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. Any person found to have retaliated against another individual for the good faith reporting of sexual harassment will be subject to the same disciplinary action provided for sexual harassment offenders.

Investigating the Complaint

Any allegation of sexual harassment that is reported will be promptly investigated in as discreet a manner as possible to protect the privacy of persons involved. The County will use its best efforts to maintain confidentiality throughout the investigatory process to the extent practical and appropriate under the circumstances; however, confidentiality is not guaranteed. The alleged harasser will be notified of the nature of the complaint made against him/her.

Upon completing the investigation of a sexual harassment complaint, the County will communicate its findings to the complainant and the alleged harasser. If the Commissioners and the alleged harasser's Elected Official/Department Head determine that harassment occurred, they will determine appropriate disciplinary action. The complainant will be informed of the disciplinary action to be taken.

In determining whether alleged conduct constitutes sexual harassment, the County will look at the investigative file as a whole and the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incidents occurred. The determination of whether disciplinary action is to be taken will be made from the facts, on a case-by-case basis.

Identification of Investigators

Complaints will be investigated by the Commissioners and the appropriate Department Head or designees retained by the County. In addition, other individuals may be included in reviewing the investigation and outcome at the discretion of the County Attorney.

False Accusations

The County also recognizes that careful consideration must be given to questions regarding whether a particular action or incident is purely personal or social without any discriminatory employment effect. False accusations of sexual harassment can have devastating effects on the lives and reputations of innocent women and men. Therefore, the County may discipline, up to and including termination of employment, those employees who after an investigation are found to have falsely accused others of sexual harassment, knowingly or in a malicious manner.

Sanctions

Individuals found to have engaged in misconduct constituting sexual harassment, creating a hostile work environment, or related retaliation will be severely disciplined, up to and including termination of employment. Additional action may include: referral to counseling, withholding of a promotion, reassignment, demotion, temporary suspension without pay, or termination.

Although the County's ability to discipline a non-county employee harasser is limited, any County employee who has been subjected to sexual harassment by a non-county employee at the workplace and work-related setting should file a complaint so that action may be taken.

Maintaining a Written Record of the Complaint

The County will maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained by the County Attorney, and if disciplinary action was taken, a record shall be maintained in the offender's personnel file.

Prevention

Prevention is the best policy for the elimination of harassment. Employees shall remain cognizant of harassment to avoid contributing conditions that would encourage such activity. Harassment and hostile work environment violations will result in disciplinary action, up to and including termination of employment.

K. COMMISSION OF A FELONY OR UNLAWFUL ACT

Any County employee that is arrested, charged and/or convicted for any crime, other than a minor traffic violation, must immediately report the incident to Human Resources. Examples of crimes that must be reported include, but are not limited to:

- Felonies (or being arrested for a crime punishable as a felony)
- A crime involving dishonesty, fraud, or theft (e.g., forgery, burglary, robbery,

- credit card fraud, perjury, bribery, tax evasion)
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency)
- Crimes involving physical violence (e.g., assault, patient abuse or neglect)
- Drug-related crimes (e.g., trafficking offenses, drug possession)

An employee who is cited for an infraction or arrested for any misdemeanor or felony, whether the citation or arrest happened while the employee was on duty or not, may be suspended without pay pending an administrative investigation and/or the disposition of any charges filed against the employee. The investigation will be used to determine if the accused employee is in violation of the personnel policies and to determine if disciplinary action is warranted, up to and including termination. The determination as to whether an employee is suspended shall be based upon the nature and circumstances of the alleged offense and the impact the charges may have on the employee's ability to adequately perform their job duties and/or remain in compliance with the County's personnel policies.

It is the responsibility of any employee with pending criminal charges to provide to their elected official/department head written documentation such as a court record of the disposition of the charges within five (5) calendar days after receiving notification. Failure to do so will be considered a violation of this policy and may subject the employee to discipline, up to and including termination.

If the employee is on a leave of absence pending administrative investigation and/or the disposition of any charges, and the outcome is favorable to the employee, he/she shall be returned from suspension.

Factors to be used in determining appropriate discipline, which may range from no disciplinary action up to termination of employment, will include the employee's assigned duties and responsibilities, the nature of the offense, sentences imposed, other convictions/infractions, relevant provisions of Indiana statutes, licensing requirements, risk of recidivism, reasonable inferences about problems with self control, propensity for violence, honesty, and damage to the reputation of the employee, the employee's department, and/or Warren County government.

Any employee found guilty of a felony will be subject to immediate dismissal.

L. GHOST EMPLOYMENT

"Ghost employment" is strictly prohibited and is a violation of County policy and of Indiana Code 35-44-2-5. Ghost employment is a Class D felony.

A public servant who knowingly or intentionally hires an employee for a governmental entity and fails to assign the employee any duties, or assigns duties not related to the operation of the governmental entity, is committing ghost employment. Additionally, a public servant employed by a governmental entity knowing that he/she has not been assigned any duties to perform for the entity and accepts property (compensation) from

the entity, or a public servant who knowingly or intentionally accepts property (compensation) from the entity for the performance of duties not related to the operation of the entity, commits ghost employment.

Examples of violations of this policy include, but are not limited to, performing work on private property that is not job related, authorizing or receiving payment for time not worked, and authorizing or receiving payment for leave time not authorized by County paid leave policies. Violations of this policy shall result in disciplinary action up to and including termination, in addition to potential prosecution under Indiana Code 35-44-2-5.

M. WHISTLEBLOWER POLICY

A whistleblower as defined by this policy is an employee of the County who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. The Board of County Commissioners is charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee shall submit those concerns in writing to the County Attorney. Such employee reports of wrongdoing will be investigated by investigators selected by the County Attorney. In addition, other individuals may be included in reviewing the investigation findings at the discretion of the County Attorney.

Employees should exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing shall be subject disciplinary action up to and including termination of employment.

All investigative reports of illegal and dishonest activities will be promptly submitted to the Board of County Commissioners who will be responsible for determining any wrongdoing and coordinating corrective actions.

N. EMPLOYEE PERSONAL INFORMATION

All confidential information regarding employees will be kept in a file, to which access is restricted. Generally, only department heads, elected officials, County Commissioners and County Council members have a legitimate reason to review information in a file. With reasonable advance notice, an employee may review their own file in the presence of their department head.

O. EMPLOYEE RECORDS

It is the responsibility of each employee to promptly notify the department head of any changes in personal information, such as mailing address, telephone number, and emergency contact information.

5. SALARY ADMINISTRATION

A. NORMAL WORK WEEK

The normal work week begins on Saturday at 12:01 AM and ends on the following Friday at midnight.

B. WORK HOURS

The standard daily office hours are Monday through Friday, 8 am to 4 pm except for Sheriff, Jail, Highway, and Solid Waste Departments, which includes a one (1) hour unpaid lunch break. The established hours will be as agreed to by the Commissioners and each organizational unit. To be compensated for time not worked, employees must use any available paid benefit time, flex time, or compensatory time, if applicable.

There will be one sixty (60) minute lunch break per day (except Sheriff, Jail, Highway, and Solid Waste Departments), and two fifteen (15) minute break periods. Break periods may not be used for late arrival, extended lunch, or early dismissal, and are to be taken in a manner that is not disruptive to daily work operations.

C. TEMPORARY REMOTE WORK POLICY

In the event of a health pandemic or FMLA-qualifying condition, the County may require or allow employees to temporarily perform County job duties remotely to ensure continuation of Office/Department essential services.

County Required Remote Work

When employees are required to work remotely due to a County-wide closure such as a health pandemic or Office/Department quarantine, employees will be advised of such work assignments by their Elected Official/Department Head. Temporary remote plans should be made by Elected Official/Department Head well in advance of emergency situations.

Remote work plans must specify work hour expectations, assignment and timeline completion of specific job duties, and essential equipment needs, including hardware, software, telephone and data lines. The County IT department/vendor is available to review and assist Elected Officials/Department Heads with equipment needs and provide support to employees in advance of emergency telework situations.

Employee Requested Remote Work

Employees who request to work remotely shall complete and submit the Remote Work Request Form to their Elected Official/Department Head. The employee and Elected Official/Department Head will review the request and discuss the job responsibilities to determine if the position is suitable for a remote work assignment, including equipment work duties, scheduling, and equipment requirements. **Employees may not work more than half their regularly scheduled hours remotely, unless prior approval has been given by the County Commissioners.**

The Remote Work Request Form shall be completed by the employee and submitted to

his/her Elected Official/Department Head. The Elected Official/Department Head may deny the request or make a recommendation for approval. Approval recommendations shall be submitted to the County Commissioners for final review and approval prior to any remote work.

Remote Work Costs

The County will not be responsible for costs associated with the setup of an appropriate work environment in the employee's remote office, such as remodeling, furniture or lighting, nor for repairs or modifications to the remote office space.

County Commissioners may authorize the purchase of equipment needs for each employee on a case-by-case basis. Equipment supplied by the County is to be used for County purposes only and returned to the County.

Additional equipment that is required and approved by department head to be purchased for the purpose of working remotely shall be purchased from the department budget.

Remote Work Confidentiality

Employees shall follow the County's Confidentiality and Cybersecurity policies in order to ensure information security while working remotely. Violations of the confidentiality policy shall result in disciplinary action up to and including termination.

Remote Work Timekeeping and Salary Administration Requirements

Employees shall be required to perform County job duties for the scheduled number of hours per pay period. A work log shall be submitted with County timekeeping records. Exempt and Non-Exempt employees shall only be paid for actual hours worked according to the County's pay policies and salary ordinance.

Remote Work Time Period

Elected Officials/Department Heads may submit an employee emergency temporary remote work request to work regularly scheduled shifts during a (14) calendar day work period. Employee emergency temporary remote work assignments beyond (14) calendar days shall require approval of the County Commissioners.

The County Commissioners reserve the right to require employees to return to their regular, in-office work.

D. JOB DESCRIPTIONS

Warren County positions, except those of elected officials, have been described in job descriptions and maintained in the Human Resource's office. Each position in Warren County has identified essential job functions and qualifications in which applicants must be able to demonstrate competence in order to qualify for that position.

Copies of job descriptions are available in each office or department. New job descriptions or any modifications to existing job descriptions shall be submitted to the Auditor for approval by the County Council.

E. COMPENSATION

Warren County compensates employees in accordance with decisions by the County or the State of Indiana as budgets are set. Pay for any given position is subject to the annual budgetary process, and, as such, may be subject to increase, reduction, or status quo maintenance for any time period.

The County Council adopts an annual salary ordinance establishing pay rates for all County positions, except those provided by law. Employees are provided with a printout of the approved budget in November of the year preceding the budgeted change.

The supervising Elected Official or Department Head as representative for the Commissioners may make suggestions about salary compensation and other pay system concerns, however, the final decision regarding compensation levels rests with the Warren County Council.

E. WAGE POLICY

Employees violating the sick leave and/or vacation policy of the County shall be penalized as follows:

- 1 Unauthorized time away from work shall be charged to vacation leave, any accrued compensatory time, or time without pay.
- 2 Disciplinary action may be taken for violations of sick leave and/or vacation policy, up to and including termination of employment with Warren County.
- 3 The wages of an elected official cannot be docked, as set by law.

G. TIMEKEEPING

Federal and Indiana law requires the County to keep an accurate record of time worked in order to calculate employee pay and benefits.

The Fair Labor Standards Act (FLSA) and Family and Medical Leave Act (FMLA) requires that certain records be kept on each covered non-exempt worker. The record must include accurate information about the employee and data about hours worked and wages earned. Employers are required to maintain the following records:

- 1 Employee's full name, as used for social security purposes, and on the same record, the employee's identifying symbol or number if such is used in place of name on any time, work or payroll records;
- 2 Address, including zip code;
- 3 Birth date if younger than 19;
- 4 Sex and occupation;
- 5 Time of day of week when employee's workweek begins, hours worked each day, and total hours worked each workweek;
- 6 Basis on which the employee's wages are paid;
- 7 Regular hourly rate;
- 8 Total daily or weekly straight-time earnings;
- 9 Total overtime earnings for the workweek;
- 10 All additions to or deductions from the employee's wages;

- 11 Total wages paid each pay period;
- 12 Date of payment and the pay period covered by the payment.

IC 5-11-9-4 requires that public sector employees (except Elected Officials) maintain records showing which hours were worked each day by officers and employees.

These employee service records are subject to audit by the State Board of Accounts. Time worked is all the time actually spent on the job performing assigned duties.

Every employee is responsible for accurately recording the time worked on County forms and/or time-keeping machines. Elected Officials/Department Heads shall be responsible for the attendance of all employees in his or her department and shall keep complete and accurate attendance records of each employee.

Employees should accurately record the time they begin and end their work, the time they begin and end each meal and break period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work shall always be approved by the Elected Official/Department Head before it is performed.

Tampering, altering, or falsifying time records, or recording time on another employee's time record shall result in disciplinary action, up to and including discharge.

EXCLUDED employees are specifically excluded from coverage under federal and state wage and hour law (e.g., Elected Officials and exempt employees); and shall not be paid overtime compensation or awarded compensatory time off. Excluded employees, except for elected officials, must maintain time keeping records to satisfy Indiana statute governing public employers.

H. FLEX TIME

The County supports flex scheduling for special occasions, if approved in advance by the Elected Official. For example, if an employee is required to attend a night meeting on Monday, he/she may "flex" their schedule to come in late or leave early on Tuesday, Wednesday, Thursday, or Friday. Flex time must be scheduled within the two (2) week pay period. Flex time is not a substitute for sick or personal leave.

Scheduling is available in some cases to allow "time-off" or flex time for exempt positions to vary their starting and ending times each day to reach their required work week hours. Employees must consult their Elected Official/Department Head for the details of this program.

L. WORK TIME RESTRICTED

Non-exempt employees shall not commence any work activities on behalf of Warren County before seven (7) minutes preceding the start of the work shift, or continue work activities more than seven (7) minutes after completion of the work shift, unless specifically authorized by their Elected Official/Department Head.

J. ROUNDING

Time is to be recorded to the quarter hour, using the seven (7) minute rule (i.e. leeway of seven (7) minutes before and seven (7) minutes after scheduled start and stop times). All employee work commenced more than seven (7) minutes before the start time work hour will be paid on a quarter hour schedule; all employee work continued more than seven (7) minutes after the end of last work hour will be paid on a quarter hour schedule.

K. TIMESHEETS

At the end of the reporting period, employees will sign their attendance record, verifying its accuracy. Any used accrued paid time off, compensatory time, personal leave, or any other approved leave must be listed where indicated. Submitting a falsified attendance record may result in disciplinary action

The supervisor will counter-sign the attendance record, indicating that the hours claimed were actually worked. Elected Officials shall provide the Auditor's Office with an accurate and current record of all accrued compensatory time simultaneously with the current payroll.

L. PAYDAYS

Employees are paid bi-weekly on Friday either by check or direct deposit. Checks and direct deposits are issued by the County Auditor in accordance with the approved yearly pay schedule. Each paycheck will include earnings for all work performed through the end of the current payroll period.

M. PAY CORRECTIONS

Warren County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, and that employees are paid properly on the scheduled payday. The County prohibits improper deductions from wages. Any employee who thinks that he/she has had incorrect deductions from his/her paycheck or not paid the proper amount should promptly give notice, in writing and/or email communication, to his/her Elected Official or Department Head with a copy of the notice sent to the County Auditor. The prompt reporting of errors is in everyone's best interest. All reports will be investigated and, if determined that an improper deduction was made, the error will be corrected on the next payroll date.

N. PAY DEDUCTIONS/GARNISHMENTS

No payroll deduction will be made from an employee's pay unless authorized by the employee or required by law. Employees are required to report changes in family status, address, or other information that could affect amount of deductions withheld. These include Social Security and income taxes, retirement system contributions, court-ordered child support, and any other deductions required by law. Additionally, the County offers programs and benefits authorized by the County Commissioners. Eligible employees may voluntarily authorize deductions from their pay to cover costs to participate in these programs.

Questions concerning pay deduction and/or methods of calculation should be directed to the Auditor's Office.

O. MULTIPLE POSITIONS

Non-exempt employees working in more than one Warren County position shall count the combined hours worked in more than one position in determining overtime obligations under the FLSA.

P. OVERTIME PAY

Compensation for overtime will only be given after the employee has completed forty (40) hours of actual work per week.

Q. COMPENSATORY TIME

When required to work overtime, Highway employees, with prior approval of a supervisor, or other employees, with the prior approval of the Commissioners, may elect to accumulate compensatory time instead of overtime pay. This time will be calculated at one and a half (1-1/2) times the actual hours worked. A maximum of forty (40) hours may be accumulated. Unused compensatory time may be carried forward to the next calendar year.

Employees must notify their department head at least two (2) weeks prior to using compensatory time in excess of eight (8) hours. Approval by the department head must be given before leave can be taken.

R. LONGEVITY PAY

County employees will receive Longevity Pay, in addition to their regular salary, for their years of service to the County. This Longevity Pay will include elected and/or appointed officials. Compensatory pay will be issued within the first quarter of a calendar year in which it is to be paid, pursuant to the most current Resolution passed by the Board of Commissioners.

The Sheriff's Department shall be subject to the Longevity Pay Scale in their addendum to this Handbook.

S. HOLIDAY/EMERGENCY PAY

All salaried Warren County employees listed on Salary Ordinance, with the exception of those specified as Sheriff/Jail Personnel and Highway Department, shall be paid at the appropriated salary rate during a County-recognized holiday or during a County-declared emergency by the Board Commissioners.

Employees who are deemed necessary and required to work during County-declared emergencies, other than those specified as Sheriff/Jail Personnel and Highway Department, are required to submit a written approval signed by the Elected Official/Department Head and the Board of Commissioners, if the employees are subject to the Warren County Employees Personnel Policy Manual guidelines, indicating that the employee is to be paid 1.5 times their salaried rate per hour worked or to accumulate

Compensatory Time at a rate of 1.5 hours for each hour worked during such declared emergencies.

6. LEAVE POLICIES

A. HOLIDAYS.

The County adopts a holiday schedule yearly.

Religious observances: Employees who need time off to observe religious practices or holidays not already scheduled by the County should speak with their elected official or Department Head.

B. PAID TIME OFF

A Paid Time Off (PTO) system provides eligible employees with flexibility to meet personal needs in lieu of traditional benefits of paid vacation and sick days. PTO is intended to allow employees paid time off from work for reasons such as vacation, personal illness, family illness, medical appointments, or personal or family business. Holidays, Bereavement Leave, Jury Duty and Workers Compensation leave are separate from PTO and are not included in the employee's earned and accumulated PTO amount. Employees are encouraged to reserve time each year for unexpected illness and emergencies.

Eligibility

Full-Time exempt and non-exempt personnel must be continuously working with Warren County to be eligible to earn PTO time, unless required by law. Elected Officials are not eligible to accumulate PTO time. New Full-time employees will be issued PTO upon completing a 90-day probationary period, based on first day of full-time employment.

Accrual

Employees will earn PTO on the first day of the year as set forth in the PTO schedule below. If an employee leaves or is terminated during the year the amount of allowed PTO leave will be prorated according to the actual number of months worked. Any PTO leave taken over the pro-rated amount will be charged back against the last pay for the employee. A PTO "workday" is defined as a 7-hour period and 8- hour period for HIGHWAY AND SOLID WASTE. PTO is paid at the employee's current Salary Ordinance base rate of pay at the time taken. Only 20 workdays of PTO may be carried over at the end of the year, with the balance being lost.

Years of Continuous Service	PTO Available
1st calendar year of hire:	
Hire Date January 1 to June 30	13 workdays (1.0833 per month)
Hire Date on or after July 1	5 workdays (.833 per month)
2nd calendar year:	15 workdays (1.25 per month)
3rd through 8th calendar year:	20 workdays (1 .666 per month)

9th through 20th calendar year:	25 workdays (2.0833 per month)
21st calendar year and thereafter	30 workdays (2.5 per month)

Use of PTO Time

An employee may take any portion of, or all of, the accrued PTO workdays anytime during the calendar year provided they comply with the policies below, including approval by a supervisor and with stated advance notice.

Scheduled PTO

Each Department has unique needs, so not all situations or staffing needs can be anticipated. When an eligible employee requests PTO and that request is approved by Department Head/ Elected Official then it is considered Scheduled for the purpose of this policy.

Generally, PTO requests should be given two (2) weeks in advance and must be approved by Department Head/Elected Official to be considered Scheduled. Requests for PTO for non-emergency appointments should be given at least twenty (24) hours in advance. Employees are required to bring in documentation from appointment to be considered Scheduled. Employees who are sent home by their Department Head/Elected Official, or must leave work due to personal illness or injury, will be considered Scheduled. Such Employees that provide valid documentation, including a return-to-work form or doctor's statement, will be considered Scheduled.

APPROVED FMLA IS ALSO CONSIDERED TO BE SCHEDULED FROM THE FIRST DAY OF LEAVE

Unscheduled PTO

For the purpose of this policy, Unscheduled PTO will be considered leave for an immediate emergent need that was not scheduled with Department Head/Elected Official and/or validated with documentation of necessity for the employee, spouse, dependent(s), parent or other FMLA-qualified family members as required by law.

Repeatedly taking Unscheduled PTO time will subject the employee to discipline,

1. Verbal Warning
2. Written Warning
3. Suspension Without Pay
4. Termination Of Employment

If an Employee is absent more than 3 consecutive days Unscheduled this will be considered a resignation unless employee can prove extenuating circumstance. If an employee has an Unscheduled or undocumented absence the day before or after County paid Holiday, Holiday pay will not be issued despite the County's paid Holiday schedule, and PTO time cannot be used as a substitute for Holiday pay.

Unauthorized Absence

If an employee does not notify Elected Official/Department Head of absence and does

not report for shift (no-call/no-show) or leaves during a scheduled shift unauthorized, unless extenuating circumstances can be proven: The employee will not be allowed to use or accumulate PTO time for the unauthorized absence and will be subject to discipline the discretion of the Department Head/Elected Official.

C. BEREAVEMENT LEAVE

Bereavement leave is to compensate a Full time employee for lost time when a death occurs in the employee's immediate family.

Up to five (5) working days with pay may be taken for the death of an immediate family. For the purposes of this policy immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, fathers-in-law, mothers-in-law, sons-in-law, daughters-in-law, grandchild or any person living in the employee's household just prior to death.

Up to three (3) working days with pay may be taken for the death of grandparents, great grandparents, aunts, uncles, nieces, nephews, brothers-in-law, and sisters-in-law.

An employee who wishes to take time off due to the death of a family member should notify his or her supervisor as soon as possible in advance of the leave. The employee will be asked to supply the name and relationship of the deceased and the name of the funeral home handling the arrangements. Supervisors should notify Human Resources as soon as possible upon learning of the leave request from the employee. An employee on bereavement leave should return to work on the first regularly scheduled day of work following the end of the leave.

D. CIVIL DUTY

County employees who have been called for jury duty or as witnesses should request no compensation for jury duty and will instead be paid their regular wages. The employee shall notify the Department Head within twenty-four (24) hours after receipt of notice of selection for duty. The Department Head should then notify Human Resources as soon as possible, but no later than twenty-four (24) hours in advance. Also, the employee must furnish a written statement from the appropriate public official showing the date and time served.

The employee will be expected to work following jury duty if a reasonable amount of time (2 or more hours) remains in the scheduled workday.

E. TIME OFF FOR VOTING

The County recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. Warren County observes primary and general election days as holidays.

F. FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act provides eligible employees with up to twelve (12) weeks of unpaid leave for their own serious illness, the birth or adoption of a child, or the

care of a seriously ill child, spouse, or parent. An employee shall use any accrued sick leave, personal leave, or accrued compensatory time for any part of the 12-week period of such leave under the County's FMLA policy. Any holiday that occurs during an FMLA leave will be paid. Employees may use any accrued paid vacation leave for any part of the 12-week period of such leave under the County's FMLA policy.

Accruals for benefit calculations, such as vacation, sick leave, personal leave, or holiday benefits, will not be affected by the taking of family/medical leave.

For an employee to be eligible for FMLA leave, he/she must have been employed by the County for at least one (1) year and have worked one thousand two hundred fifty (1,250) hours within the previous 12-month period.

In addition, any employee who completes a period of leave must be returned either to the same position the employee was in prior to the leave or to a position equivalent in pay, benefits, and other terms and conditions of employment.

For purposes of calculating employee entitlement for a subsequent FMLA leave, the "12-month period" is measured forward from the date when the employee's previous FMLA began. For example, under this method an employee is entitled to twelve (12) weeks of leave the first time FMLA leave is taken (e.g. March 7, 2007); the next 12-month period would begin the first time leave is taken after completion of that 12-month period ending on (March 6, 2008).

When an employee plans to take Family or Medical Leave under the Act, the employee is required to give the County thirty (30) days written notice or, if this is not possible, as much notice as is practical. An employee undergoing planned treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to County operations.

The provisions of this policy shall be governed by The Family and Medical Leave Act of 1993. All requests for FMLA leave must be submitted, in writing, to the employee's elected official/department head. Elected officials/department heads shall make determinations for approval or denial of FMLA. Such requests shall be supported by medical certification on FMLA forms provided by the County. Employees should contact their elected official/department head or the County Auditor to secure such forms and procedures used for requesting leave under the County's Family Medical Leave Act policy. A determination for granting or denying a FMLA leave will be delayed until medical certifications are provided by the employee.

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. The employer will consider an employee's failure to report to work at the end of the leave period as an employee resignation.

The County requires medical certification to support a claim for leave for an employee's

serious illness or the serious illness of a child, spouse, or parent. For an employee's own medical leave the certification must include a statement that the employee is unable to perform the functions of his/her position. The County reserves the right to require a second medical opinion from an independent medical provider. The County will pay for the second opinion and will designate a provider. If the two opinions conflict, a third medical opinion may be sought, the County will pay for the third opinion. The opinion of the third medical provider is final and binding on both the County and the employee.

For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of the employee's time that will be needed to care for the child, spouse, or parent. The County reserves the right to require a second medical opinion from an independent medical provider. The County must pay for the second opinion and must designate a provider who is not an employee of the County. If the two opinions conflict, the employer must pay for a third opinion. The opinion of the third provider is final and binding on both the County and the employee.

In situations where both the husband and wife work for Warren County and FMLA is requested and approved to care for a newborn child or a child newly placed for adoption or foster care, the employee(s) combined total leave is limited to twelve (12) weeks. Such leave must be taken within twelve (12) months from the date of birth or the date of placement.

Any health plan, including self-insured plans, provided by Warren County will be continued for the employee on Family and Medical Leave on the same terms as such coverage would have been provided if the employee had continued his or her work during the period that he or she was on leave covered by the FMLA. County employees are responsible for paying their share of the premium costs while on FMLA leave.

Before employees may return to work from a leave of absence, they may be required to present to the County a medical certificate from their healthcare provider indicating any restrictions on their ability to perform the essential functions of the job to which they are returning. For scheduling purposes, this release must be received no less than two (2) business days before the employee's anticipated return date. The County may also require a physical examination at its expense to determine fitness for duty, paid for by the employee.

If the employee fails to return to work, he or she shall repay the County's portion of the premium costs and any of the employee's portions that were not paid by the employee during the FMLA leave.

While an employee is on FMLA for his or her own serious illness or injury, he/she shall not be engaged in outside employment.

G. MILITARY LEAVE

Active Duty/Enlistment

The Uniformed Services Employment and Re-employment Rights Act (USERRA) of 1994 grants special considerations and rights to employees that are either called to active military status or enlist in the armed forces. Active-duty military leave will be unpaid.

USERRA requires employers to grant such employees reinstatement of the position held at the time of departure for military service, or in some cases to a position of equivalent or equal stature and pay provided the employee is discharged from service honorably. The cumulative length of service that causes an absence from a position may not exceed five (5) years, except where provided by law.

USERRA also requires that returning eligible employees be granted seniority and benefits at the same level as if the employee had not left employment for service. Benefit time will continue to accrue while an employee is on military leave. Additionally, service members may (but are not required to) use accrued vacation or personal leave while performing military duty.

Employees who are on active military duty leave and are under the County's health care plan may elect, at their own cost, to continue the health plan coverage for up to twenty-four (24) months after the absence begins or the period of active duty service, whichever is shorter.

Upon returning from a military leave of absence, an employee will be reinstated to a Warren County position provided the employee is discharged from military status under honorable conditions, and makes a request for reinstatement within thirty (30) days after release from active duty, or one (1) year after release from hospitalization due to military accident. The employee must also be qualified to perform the essential functions of the position for which he/she is being reinstated, and shall be required to provide medical release forms.

Employees on such leave must notify Warren County of the intent to return to employment in accordance with all applicable state and federal laws.
Military Family Leave

Eligible employees that are a parent, spouse, grandparent, or sibling of a person who is ordered to active duty for a period exceeding eighty-nine (89) days may be allowed Military Family Leave under qualifying circumstances. In order for an employee to be eligible for Military Family Leave, the employee must have worked for Warren County for the previous twelve (12) months and worked a minimum of fifteen hundred (1,500) hours during that period.

Eligible employees may take leave during either the thirty (30) days before active duty orders are in effect or during the period in which the person ordered to active duty has their orders terminated. Military Family Leave may not exceed a total of ten (10) working days annually. Employees must notify their Elected Official/Department Head thirty (30) days in advance of the days they intend to take Military Family Leave, unless the person ordered to active duty receives deployment orders less than thirty (30) days in advance.

Warren County may require verification of the military orders in order to approve

Military Family Leave.

Military Family Leave is unpaid and employees are responsible for paying their own benefits while on such leave. An employee may choose to substitute any earned paid vacation leave, personal leave, or compensatory time available to the employee for any part of the ten (10) day period of Military Family Leave.

Military Family Leave runs concurrent with other leave entitlements provided under federal, state, and local law, such as FMLA.

7. BENEFITS

Eligible employees in the County are provided a wide range of benefits. A number of the programs such as Social Security, worker's compensation, and unemployment insurance cover all employees in the manner prescribed by law. Eligibility for additional benefits are dependent upon employee classification.

Employees should contact their elected official/department head for information regarding benefit programs for which they may be eligible. Details of many of these programs can be found elsewhere in the personnel policies handbook.

Generally, all benefit programs require contributions from the employee.

A. MEDICAL INSURANCE

Each employee who is eligible for County provided insurance shall receive an insurance booklet when hired. The terms and conditions specified in such plans shall govern all coverages. Group insurance benefits will continue while an employee is on a disability leave or Family and Medical Leave Act leave; however, when in a non-pay status, such employees shall be responsible for the timely payment of those insurance premiums that are normally deducted from the employee's gross pay.

1. Eligibility

Full-time regular employees may receive healthcare benefits on the first day of the month following 30 DAYS OF hire or conversion to full-time status. Employees have Ten (10) days from their date of hire or conversion to full-time status to make their benefit elections.

Regular part-time employees who have an established recurring schedule and work a minimum of thirteen (13) hours per week may receive some voluntary healthcare benefits paid for at their own expense.

For information about eligibility and enrollment practices, please contact Human Resources.

2. Dependent Eligibility

An employee's dependents may be covered by the County's healthcare benefits. Healthcare benefits will be extended to dependent children up to age twenty-six (26), in accordance with federal law. No employee or dependent can be covered by more than one County sponsored benefit plan.

3. Open Enrollment and Qualifying Events

Open Enrollment, which generally occurs in the-Fourth quarter of each year, is a time when employees can change their benefits enrollments and/or sign up for medical, dental, vision, and term life benefits. Annually, employees are required to complete election form yearly by the Open Enrollment deadline, declining or approving elections.

Employees making changes to plans must also fill out additional enrollment forms with HR, failure to file all of the necessary change forms by the Open Enrollment deadline will default to plans elected in the previous year. Once an employee defaults, the plan cannot be changed unless an approved Internal Revenue Service (IRS) qualifying event occurs.

Employees are responsible for notifying Human Resources when a qualifying event occurs that may impact their dependents' coverage. All changes require the appropriate certification and documentation within thirty (30) days of the qualifying event. Employees may not be able to change their election until the next Open Enrollment period if appropriate notice is not received.

Examples of qualifying events that require mid-year election changes include:

- marital status (marriage, divorce, legal separation, death of spouse)
- number of dependents (birth, adoption, placement for adoption, legal guardianship, death)
- employment status of employee (i.e., part-time to full-time)
- dependent eligibility (loss of student status, age limit)
- residence (dependent moves out of plan service area)
- loss or gain of employment by the employee's spouse or dependent
- significant cost or change in coverage of spouse or dependent under another employer plan
- loss of certain other health coverage (plans provided by governmental or educational institutions)
- Health Insurance Portability and Accountability Act (HIPAA) special enrollment right events judgement, decree or order resulting in change in legal custody (Qualified Medical Child Support Order)
- entitlement to Medicare or Medicaid

If an employee is covered by healthcare coverage elsewhere, the employee can waive County coverage. Employee contributions for benefits are paid through a payroll deduction.

Contact Human Resources regarding specific insurance programs and questions.

Other Electives

Aflac and Globe Life yearly enrollment periods are communicated with employees. During enrollment period employees are given the option to make changes or enroll in employee paid voluntary policies such as Short-Term Disability, Cancer, Accident, Critical Illness, and Whole Life Policies not otherwise provided by Warren County.

Although elective, plans cannot be changed unless an approved Internal Revenue Service (IRS) qualifying event occurs.

4. Benefits Continuation (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 an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

A qualified beneficiary generally is an individual covered by a group health plan on the day before a qualifying event for someone who is an employee, the employee's spouse or an employee's dependent child. In addition, any child born to or placed for adoption with a covered employee during the period of COBRA coverage is considered a qualified beneficiary.

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

The County 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. Employees should contact Human Resources with any questions.

B. RETIREMENT

Warren County recognizes the importance of saving for retirement and offers eligible employees several options, which are outlined below.

1. 457 Retirement Plan

All full-time employees are eligible to participate in the County's 457 Nationwide retirement plan. ~~The HR Deputy located in the County Auditor's office~~ maintains all documentation and can address questions regarding this program.

2. Sheriff Pension Plan

Full-time Sheriff Department Merit Officers are eligible for the Sheriff Department Pension Plan. The Warren County Sheriff can address questions regarding this program.

Sheriff 457 and ROTH – Sheriff and Merit Deputies are eligible 457
Jail employees are eligible for ROTH

3. Indiana Public Retirement System (INPRS)

Full-time County employees are covered by INPRS Hybrid plan established and maintained by the State of Indiana. INPRS pays benefits to covered workers or their dependents upon retirement, death and, in certain cases, serious illness or injury. The County contributes a percentage of employees' gross wages for deposit in an annuity savings account.

The contributions and accumulated interest credits are refundable when an employee terminates employment prior to being eligible for benefits.

INPRS's Employer Financed Pension requires ten (10) years of service to become vested, and is paid by INPRS based on an employee's length of employment, average salary, and age at retirement.

Questions concerning the program should be directed to HR and/or Indiana Public Retirement System at One North Capital, Suite 001, Indianapolis IN 46204, www.inprs.in.gov

C. OTHER SUPPLEMENTAL POLICIES

1, Health Insurance Portability and Accountability (HIPAA)

On occasion, the County receives Personal Health Information (PHI) relative to an employee's employment. Under the Health Insurance Portability and Accountability Act (HIPAA), the originator of the information is required to advise affected employees of how this information may be used or disclosed and how employees can receive a copy of the information being sent.

Warren County is compliant with applicable HIPAA requirements and standards, and has established guidelines regarding the privacy of individually identifiable health information accordingly.

Warren County has designated the County Auditor as the County's "privacy official" who is responsible for developing and implementing privacy policies and procedures; and is the contact person who is responsible for receiving complaints regarding compliance.

The actual Privacy Notice can be obtained from Human Resources or the County Auditor's office.

The following list, though not all-inclusive, represents the type of information received by the County and which may be shared as requested under applicable federal and state law, such as through a subpoena:

- Pre-employment clearances
- Workers' Compensation documentation
- Return-to-Work testing results
- Fit-for-Duty exam results
- Substance-testing clearances
- FMLA medical certifications
- Disability accommodation documentation

The County takes reasonable precautions to protect employees' personal health information. Information received that contains genetic information or is otherwise not applicable to one's employment, benefits or required by federal, state or local law is either redacted or destroyed, consistent with the County's records retention policy.

8. WORKPLACE SAFETY

A. SAFETY

Establishing and maintaining 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 their work activities. They are asked to immediately report any unsafe conditions to their supervisor. Not only supervisors, but employees at all levels of the organization are expected to correct unsafe conditions as promptly as possible. All accidents that result in injury must be reported immediately to the elected official/department head and to Human Resources within twenty-four (24) hours regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and initiate insurance and worker's compensation procedures.

All employees must make a reasonable effort to recognize potentially violent situations and take the appropriate measures to prevent escalation. Any employee who witnesses or experiences workplace violence must promptly report the incident to his or her supervisor and Human Resources. All reports will be treated seriously and investigated accordingly. All individuals are entitled to a non-threatening environment while on County property, or off County property when serving the County. Therefore, any form of violence, whether actual or perceived, will not be tolerated.

B. REPORT OF INJURY

Employees should notify the department head or elected official promptly when a personal injury occurs, or when damages, defects, and the need for repairs are observed. Similarly, if an employee suffers an injury during off-duty hours that may impair their ability to perform their daily duties during scheduled work hours, a supervisor is to be

notified at the beginning of the next regularly scheduled workday. Employees are expected to obey safety rules and to exercise caution in all work activities. Any unsafe conditions should be reported immediately to a supervisor.

C. WORKMEN'S COMPENSATION

An employee who is temporarily disabled because of an injury or illness sustained directly in the performance of their job shall be covered by the provisions of the Indiana Workmen's Compensation Act. Any such injury or illness must be reported to the Department Head immediately and the Department Head shall inform the Human Resources within twenty-four (24) hours. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately.

In the case of a work-related injury, the employee will be evaluated to see if he or she needs to be seen by a doctor. If the employee needs to be seen by a doctor, he or she will be asked to report to the facility or physician of the County's choice. If an employee seeks treatment at a facility or physician of their own choosing, the County may not be responsible for the cost of such treatment.

Employees should contact their Elected Official/Department Head to obtain information and forms regarding filing workmen's compensation claims. Initial reports are to be filed with the Auditor. Medical certifications are required. Once completed, all such forms are to be filed directly with the insurance carrier.

Certain injuries are excluded from workers' compensation coverage, including but not limited to employee intoxication, self-inflicted injuries, failing to use safety appliances, committing a violation of work rules, failing to obey a written or printed safety rule, knowingly failing to perform a statutory duty, or sustaining the injury in an off-duty activity not sponsored by the County.

During worker's compensation leave, employees may be required to submit periodic medical certifications on their serious health condition.

Holiday pay will be paid in addition to major illness/injury in -line-of-duty pay.

For eligible employees, workers' compensation is considered FMLA leave beginning with the first day of leave. All FMLA leave time used counts against the employee's twelve (12) week FMLA entitlement.

While an employee is on workers' compensation, he or she shall not be engaged in outside employment.

D. RETURN TO WORK

A doctor's release must be given to management prior to returning to work.

E. SECURITY OF PREMISES

The County wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, the County prohibits the

control, possession, transfer, sale, or use of such materials on its premises. The County requires the cooperation of all employees in administering this policy.

Indiana Code allows employees who may lawfully possess a firearm to bring firearms and ammunition onto County property as long as the firearm and ammunition are locked in a glove box or trunk or stored out of plain sight in the employee's personal locked vehicle. This exception does not apply to employees driving or riding in County-owned vehicles where firearms and ammunition are prohibited.

The County prohibits the possession of firearms, ammunition, and the possession of other weapons by persons other than County employees on County property. The County requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of the County. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of the County at any time, either with or without prior notice.

F. BLOODBORNE PATHOGENS

County employees working in high risk jobs will be offered bloodborne pathogen training and a series of Hepatitis B vaccinations for their protection. The County will provide this service free of charge for those employees wishing to participate in this program.

The Occupational Safety and Health Administration (OSHA) has determined that certain employees in the workplace face a significant risk to bloodborne pathogens due to their job duties. To ensure that County employees are aware of occupational exposure to bloodborne pathogens, an exposure control plan has been prepared to minimize or eliminate employee contact with human blood or other bodily fluid which may contain bloodborne pathogen such as Hepatitis B virus and HIV.

9. SUBSTANCE/TOBACCO USE

A. SUBSTANCE FREE WORKPLACE

Warren County is committed to a safe working environment and to making adequate provisions for the safety and health of its employees at their place of employment. To achieve this, the goal is to inform employees of the hazards of substance use, clarify the County's expectations for employees with respect to substance use and the potential consequences of violations of those expectations, and ensure availability of rehabilitative assistance programs to substance users. Because of the importance of maintaining a safe and productive workplace, substance abuse may result in discipline up to and including termination. In addition, refusal to adhere to any part of the policy may be considered an act of insubordination and also may lead to disciplinary action up to and including discharge

Individuals Covered

This guideline applies to all employees.

Definitions

County premises shall include all property owned or leased by the County, including all vehicles. County time shall include all time during which employees are on County premises or performing work for the benefit of the County. Breaks (including lunch breaks) shall not be counted as County time if the employee is not on County property and is not performing work for the benefit of the County during the break.

Legal drug: means any substance, the possession or sale of which is not prohibited by Indiana state law, including prescription drugs and over-the-counter drugs.

Prohibited drug: means any drug in any detectable amount which is not legally obtainable under Indiana state law; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose; any over-the-counter drug being used at a dosage level different than recommended by the manufacturer or being used for a purpose other than intended by the manufacturer; any controlled substances as defined in the Controlled Substance Act (21 U.S.C. 8120 and the Code of Federal Regulations (21 C.F.R. 1308.11-1308.15) and any drug being used for a purpose not in accordance with bona fide medical therapy.

Reasonable suspicion: means suspicion based on personal observations that the County's representatives can describe concerning employees' appearance, behavior, speech, breath, body odor, and other physical or behavioral indicators of possible drug and/or alcohol use. Reasonable suspicion also may be based, in part, upon the documented observation of change in employees' typical behavior (e.g., excessive absence/tardiness or work performance changes), which suggests the use of drugs and/or alcohol.

Refusing to cooperate: means to refuse to sign a consent form, to obstruct the specimen collection process, including any attempt to tamper with the collection or testing process, or to fail to provide breath and/or urine specimens adequate for testing when directed to do so. Refusal to cooperate may typically result in suspension pending discharge unless the employee promptly establishes a valid medical basis for the failure to provide such specimens.

Substance Abuse Professional (SAP): means a qualified professional, as defined by federal regulation who evaluates employees who have violated a drug or alcohol program regulation applicable to commercial driver's licenses. The SAP generally makes recommendations concerning employee education, treatment, follow-up testing and aftercare.

Under the influence: means that the result of a laboratory's analysis of the

employee's urine or blood specimen shows a blood alcohol concentration of more than legal limits established by law or a positive result for any prohibited drug or for a legal drug in violation of the conditions identified in "Prohibited Conduct" (failure by employee to report immediately to their supervisor any duty-related limitations as a result of prescription or over-the-counter medications and employees may not be under the influence of any legal drug while on County time or premises). Employees holding a commercial driver's license will be held to the standard determined by federal or state law or regulations adopted by the U.S. Department of Transportation.

Prohibited Conduct

Behaviors and activities that are strictly prohibited by this guideline include:

- Selling; distributing; transferring; delivering; purchasing; using, possessing, or being under the influence of alcohol or any prohibited drugs or prescription drugs obtained illegally on the County's premises or while on County time or in or on County vehicles or while representing the County in any way.
- Refusing to cooperate with administration of drug/alcohol testing procedures.
- Failure by employees to report immediately to their supervisor any duty-related limitations from prescription or over-the-counter medications they are taking. Prescription or over-the-counter medications that do not impair the employee's safety or job performance or the safety or job performance of others are not required to be reported.
- Employees may not use or be under the influence of any legal drug while on County time or while on the County's premises if said drug may adversely affect the employee's safety or job performance, or the safety or job performance of others.
- Failing to report a work-related vehicular accident to immediate supervisors or other designated County personnel where such non-reporting results in a failing to comply with the post-accident testing requirements of this procedure.

Engaging in prohibited conduct may subject an employee to disciplinary action up to, and including, termination.

Testing Categories

Reasonable Suspicion Testing

If a supervisor identifies an employee with a behavior pattern and/or job performance reasonably indicative of substance abuse, the supervisor (with the concurrence of the next level of supervision) may recommend that the employee have a fitness for duty examination by a physician designated by the County. The physician will determine whether a fitness for duty examination is necessary and whether alcohol or drug tests will be required.

The employee may be placed on paid administrative leave and/or re-assigned temporarily to other work duties until the County receives the results of a reasonable suspicion test.

Random Testing

The County will not ask employees to submit to random alcohol or drug tests.

Post-Accident Testing

When employees are involved in a work-related accident (e.g., industrial safety, motor vehicle), they must report the accident to the elected official / department head immediately. Employees shall be subject to post-accident testing if: The employee is involved in a work-related accident that the County's representatives conclude was in whole or in part caused through the employee's action or inaction; or the accident resulted in damage to property either leased or owned by the County.

Post-accident testing involving a motor vehicle by an employee who holds a CDL will be completed within two (2) hours, unless not feasible due to extenuating circumstances.

Post-Shooting Testing

When a police officer in a line-of-duty shooting incident causes death or serious bodily injury to any person, they will be subject to post-shooting testing. Questions about this policy or its administration should be directed to the County Sheriff.

Commercial Driver's License Testing

Employees required to have a valid Commercial Driver's License will also be subject to random testing as required by federal and state regulations. Testing shall be performed by medical facilities/personnel and laboratories certified to perform such testing by the U.S. Department of Transportation and the Indiana Department of Transportation.

Return to Duty for Employees After a Positive Test Result

An employee with a CDL, or who operates a motor vehicle as part of their work duties, or who carries a firearm as part of their work duties, whose test result shows a urine or blood specimen with a blood alcohol concentration of more than 0.02 of alcohol or a positive result in any detectable amount for any drug which is not legally obtainable under Indiana state law may be immediately put on a suspension of duties for up to three (3) days without pay. The following disciplinary procedure has been established by the County:

- *First offense*: may result in a suspension of duties for three (3) days without pay.
- *Second offense*: may result in immediate termination of employment.

The requirements of this provision are in addition to any disciplinary action to which the employee may be subject. Warren County reserves the right to terminate anyone's employment immediately without warning.

Reporting Violations

Employees must as a condition of employment, abide by the terms of this Section and

report any conviction to the County under a criminal drug statute for violations occurring on or off County premises when conducting County business. Report of a conviction must be made to the County within five (5) business days after the conviction. The County will then notify the appropriate contracting officer within ten (10) days after receiving notice from either the employee or from another source. (These requirements are mandated by the Drug-Free Workplace Act of 1988.)

Employee Rehabilitation.

Health maintenance is primarily a personal responsibility, and it is the individual's responsibility to correct unsatisfactory job performance or behavioral problems caused by alcohol or drug abuse. In an effort to assist employees, the County will provide various means for employees and their family members to remain aware of the dangers of substance abuse in the workplace and to overcome drug and alcohol related problems.

Employees with a personal alcohol or drug related problem are encouraged to volunteer to participate in an approved rehabilitation program upon referral from the Employee and Family Assistance Program, before work performance becomes affected. Participation in a rehabilitation program will not be considered a barrier to employment nor a cause for disciplinary action. Employees will not be disciplined merely because of participation in a rehabilitation program or excused from the disciplinary consequences of conduct which is in violation of this Section or any other County policies or job requirements.

Any employee identified through a County investigation as having a substance abuse problem also may not avoid disciplinary action by requesting to participate in an approved rehabilitation program.

Circumstances in each case will be evaluated to determine the course of action to be taken (i.e., whether the employee will be offered the opportunity to participate in a rehabilitation program and/or will be subject to discipline.)

B. ALCOHOL USE

The use of alcohol on the job or on County premises is prohibited, unless such use is non-abusive and is part of an authorized official event held off County premises. The use of alcohol in vehicles 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.

C. TOBACCO USE

In keeping with the County's intent to provide a safe and healthful work environment, smoking is prohibited on all County property and in all County vehicles.

Smoking is only permitted during break times in designated outdoor areas. Smoking is prohibited within eight (8) feet of all public entrances to County facilities. Employees using these areas are expected to dispose of any smoking debris safely and properly.

10. SEPARATION/TERMINATION

All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee should contact Human Resources for information regarding any benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Employees will be asked to participate in an exit interview prior to the effective date of their termination or separation of employment. The employee's termination date is the last day worked unless the employee is on FMLA leave.

A. LAYOFF

Any involuntary separation not based on incompetence, insubordination, misconduct, or delinquency shall be considered a layoff. When for any reason it becomes necessary to reduce the working force, employees shall be laid off on the basis of the following criteria, to be weighed equally:

- 1 Length of service in current position;
- 2 Length of service in Warren County;
- 3 The average performance evaluation for at least two (2) years of service, or for the entire period if it is less than two (2) years

When a Department Head or Elected Official believes that a certain employee is essential to the efficient operation of Warren County because the employee possesses special skills or abilities and wishes to retain this individual in preference to an employee with a higher rating as provided above, the Department Head shall submit a written request to the County Commissioners. This request shall set forth in detail the specific skills and abilities possessed by the employee and the reasons why they are considered essential to the effective operation of Warren County. The County Commissioners will review the facts presented and make a recommendation.

Employees to be laid off will be notified in writing by the department head at least fourteen (14) calendar days prior to the effective date of the layoff. Affected employees will also be provided with information related to order of layoff, displacement rights, reinstatement rights, job placement services through existing state and county workforce programs, and other information related to the layoff process (e.g., unemployment insurance, COBRA, etc.).

Employees will not be laid off because of their race, color, creed, religious affiliation, national origin, marital status, or sex.

B. DISABILITY

A department head may direct any employee under his supervision to be examined by a physician. The department head, after consultation with the County Commissioners, may require the employee to be examined at the County's expense by a physician selected by the County.

Any benefits paid by the County on behalf of the employee will be reimbursed to the County by the employee if the leave of absence without pay exceeds the employee's accumulated leave balance.

When a disability of any kind is discovered which impairs the effectiveness of an employee, or makes their continuance on the job a danger to themselves or others, the following action will be taken:

- 1 If the disability is correctable, the employee will be allowed a specific time as determined by the Board of Commissioners and the attending physician to have the disability corrected. If the employee fails to take steps to have the disability corrected within this specified time, the employee will be subject to layoff;
- 2 If, in the opinion of the examining physician the disability cannot be corrected, the Board of Commissioners shall attempt to place the employee in another position where they can perform satisfactorily. If that cannot be accomplished successfully, the department head will take steps to separate the employee from service through retirement or layoff

C. RESIGNATION

To resign in good standing an employee shall submit a resignation in writing stating the reasons for resignation to the department head at least two (2) weeks before the effective date of resignation. An employee who gives less than two (2) weeks' notice, without approval of the department head shall be subject to discharge and loss of benefits.

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must, on or before their last day of work, return all Warren County property to a department head or elected official.

D. TERMINATION

Discharges are separations based on incompetence, insubordination, misconduct, delinquency or general inability to perform the duties and responsibilities of the position satisfactorily.

The reasons for discharge will be discussed with the County Commissioners. The employee to be discharged has the right of a hearing with the County Commissioners.

E. RETIREMENT

Voluntary employment termination initiated by the employee meeting state and/or County retirement criteria, such as age and length of service. Employees will receive their final pay in accordance with applicable state law.

11. EXCEPTIONS AND SPECIAL CONDITIONS

Unless specific provisions are made otherwise, the procedures contained in this Handbook apply to all employees, including those in appointed positions, except when in conflict with special employment conditions set forth for Elected Officials or when in conflict with various statutes governing employment relationships.

Where federal, state, or local laws or regulations supersede Warren County policies, employees will be instructed to observe the requirements of these federal, state or local laws.

- 1 All elected officials are excluded from the provisions of these County policies;
- 2 Clerical support for elected officials are included in these County policies;
- 3 All Sheriff's Deputies and Jail employees under the coverage of the Sheriff's Merit Board are excluded from the provisions of these County policies;
- 4 All Court employees (Judge, Bailiff, Reporter) are excluded from the provisions of these County policies, unless a specific Court has requested inclusion and has been included by the Board of Commissioners and the County Council;
- 5 Employees of the Probation Department of the County Court System are excluded from the provisions of these policies, unless a specific request for inclusion has been requested by the Judge of the Circuit Court and has been adopted by the Board of Commissioners and County Council;
- 6 All employees in the Prosecutor's Office are excluded from these policies, unless a specific request for inclusion has been requested by the County Prosecutor;
- 7 Due to the nature of their work, Highway and Solid Waste Department employees are subject to these policies, but with special circumstances as noted in the Highway and Solid Waste Department Addendum

SEVERABILITY

The policies and procedures contained in this handbook are subject to all applicable federal and states laws, County of Warren, Indiana rules and regulations and shall be interpreted wherever possible so as to comply fully with such laws, provisions, or any judicial interpretations. If an article or section of this handbook shall be held invalid by operation of law or tribunal or competent jurisdiction, or compliance with or enforcement of any article or section of this handbook shall be restrained by such tribunal, the remainder of this and any amendments thereto shall not be affected and shall remain in full force and effect. The County of Warren, Indiana, reserves the right to delete, modify, or amend the policies contained herein or allocate new policies as needed.

INDEMNIFICATION

In the event that a Elected Official/Department Head or any other County employee becomes a defendant, either in his/her representative capacity or individually in any litigation arising out of the administration to this policy, the County and/or its insurers shall defend the employee of that action and pay any judgment entered in the action provided by the County, so long as the Elected Official/Department Head or County employee has made a good faith effort to comply with the terms and conditions set out in this handbook.

ENABLING ORDINANCES

This handbook shall be approved by Ordinance passed by the Board of Commissioners of Warren County. The terms and conditions of this handbook shall be incorporated by reference in the Salary Ordinance approved annually by the Warren County Council. The terms and conditions set out herein shall be deemed a condition of compensation.

AMENDMENTS

This handbook may be amended from time to time by an Ordinance in substantially the same form approved by the Board of Commissioners of Warren County. Any amendments shall be distributed to each department of the County and shall be conspicuously posted for at least ninety (90) days throughout the offices of the County after their passage

Approved July 27 2022 by Commissioner/Council

Longevity - Discussed an adjustment to the longevity pay as will help retain employees. Change to:

\$500 5-9 years;

\$1,000 10-14 years;

\$2,000 15-19 years;

\$3,000 20 – 24 years;

\$4,000 25 and more.

WARREN COUNTY EMPLOYEE HANDBOOK HIGHWAY/SOLID WASTE ADDENDUM

A. ON CALL PAY

All Warren County Highway and Solid Waste staff are considered essential staff, and are subject to the on-call policy as a condition of employment. The supervisor of both departments shall notify all staff as to who is designated to be on-call as weather or other conditions require. Generally stated, the employee will be designated as on-call for a one-week period. A schedule will be posted on a monthly basis. If an employee is not available for on-call during the designated time frame, the employee must immediately arrange for their own substitute. Both employees are to then discuss this substitution with the on-call supervisor.

Warren County Highway employees who are serving in an "on call" status after their regularly-assigned shift for seven (7) consecutive days, as approved by the Warren County Highway Supervisor, shall be entitled to additional pay of One Hundred Dollars (\$100.00) per week. In the event such employees are called out during such "on call" status, they shall receive their regular rate of pay, which shall count toward "hours worked" for purposes of calculating overtime pay, in addition to earning "on call" pay.

Just as with the call-in procedure, employee compliance is essential to the operation of the department. Failure to respond is grounds for discipline, suspension, or dismissal at the discretion of the supervisor.

B. HOLIDAY AND EMERGENCY PAY

All non-exempt employees reporting for duty as directed and approved by the Highway Superintendent on the County's recognized Holiday Schedule shall be paid at a rate of 1.5 times their hourly rate, or they shall receive 1.5 compensatory time hours, for hours worked (clock-in to clock-out), but shall earn no less than two (2) hours per shift. Employees working "on-call" during a holiday shall be compensated at their salaried rate for each hour worked "on-call" in addition to eight hours of Holiday Pay at their salaried rate when the Highway Department is closed.

All non-exempt employees reporting for duty as directed and approved by the Highway Superintendent during a County-declared emergency by the Board of Commissioners shall be paid at an overtime rate (1.5 times rate of pay) for each hour worked, in lieu of the pay rate in the Salary Ordinance.

Highway Department employees can accumulate compensatory time only with the joint approval of the Board of Commissioners and the Highway Superintendent. Compensatory time cannot be accumulated in addition to overtime rate of pay.

C. NO TIME OFF POLICY

In recognition of the fact that employees of the Warren County Highway Department are essential to maintaining county roads during emergencies and periods of adverse weather conditions, and that the employees of the Warren County Solid Waste/Recycling Department are essential to remove leaves and operate a leaf vac during a short period before weather conditions may make leaf removal difficult or impossible, between the dates of December 15th and March 15th for employees of the Warren County Highway Department, and between the dates of October 24th and December 7th for employees of the Warren County Solid Waste/Recycling Department, such employees may not take vacation leave, sick leave or other paid time off, except under the following conditions:

A. The employee provides a doctor's note indicating that the employee has been under the doctor's care for the employee only and not the employee's family members or others, even if such employee is to be off work for only one (1) day, which note states what period of time employee is not to return to work, but which note should not contain any medical information about which the employee received; and

B. The employee notifies the Supervisor or Director of their absence within two (2) hours of the start of their regularly-scheduled shift.

Otherwise, employees are expected to work their assigned shifts without time off during the periods stated above.

D. COMMERCIAL DRIVER'S LICENSE POLICY

In the event that a department supervisor has requested that an employee obtain a Commercial Driver's License, either Warren County shall reimburse a County employee for the cost of one (1) Commercial Driver's License test, or Warren County shall pay the cost of the test. All other tests shall be at the employee's expense.

The employee is required to provide his or her supervisor with a detailed receipt showing proof of payment for a CDL examination.

In the event the fees for the initial CDL certification are paid or reimbursed by Warren County, the employee is required to sign the CDL Reimbursement Agreement form.

Warren County employees whose fees to obtain a Commercial Driver's License were paid by Warren County shall be required to reimburse Warren County for such fees, in the event the employee voluntarily leaves employment with Warren County government within five (5) years of their exam passage date, within thirty (30) days of their last date of employment with Warren County, according to following schedule. If the employee leaves:

- | | |
|----------------------------|---|
| a. Within one (1) year: | All fees associated with obtaining a CDL |
| b. Within two (2) years: | 4/5 of all fees associated with obtaining a CDL |
| c. Within three (3) years: | 3/5 of all fees associated with obtaining a CDL |
| d. Within four (4) years: | 2/5 of all fees associated with obtaining a CDL |
| e. Within five (5) years: | 1/5 of all fees associated with obtaining a CDL |

**WARREN COUNTY EMPLOYEE HANDBOOK
SHERIFF'S DEPARTMENT ADDENDUM**

A. LONGEVITY PAY

The Warren County Sheriff shall not receive Merit Pay described below, but shall receive Salary, with yearly Cost of Living Adjustment, as well as Longevity Pay pursuant to the Warren County Personnel Policy for years of service as both deputy and Sheriff.

Warren County Deputies shall be eligible for Merit Pay, as follows:

1. The Chief Deputy and Sergeants shall receive an additional One Thousand Dollars (\$1,000.00), in addition to their Base Salary and Matrix Pay as a one-time bonus to recognize additional and special duties each performs.

2. All deputies shall receive Matrix Pay pursuant to the table below:

Matrix Pay Scale (in addition to Base Salary)									
<i>Completed years of service (cumulative pay, capped at \$20,000)</i>									
2 & 3	4 & 5	6 & 7	8 & 9	10 & 11	12 & 13	14 & 15	16 & 17	18 & 19	20 +
\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

3. Merit pay shall be added to Base Salary and paid with Base Salary on the bi-weekly pay schedule.

- i. Deputies with a start date in the month of January shall be credited for the entire calendar year.
- ii. Deputies with a start date for any other month shall receive prorated Merit pay for the first year of service only.
- iii. In the event a Deputy leaves or otherwise terminates employment, he or she will be paid for time earned per the Salary Ordinance and will not receive Merit pay at the end of the year.

4. Holiday and Overtime rates will continue to be based on the amount specified in the Salary Ordinance for each Merit Deputy.

5. In the event a Deputy transfers to or is rehired by the Warren County Sheriff's Department, a Deputy may be credited for five (5) years of service, subject to the Sheriff's approval and subject to the terms above.

B. HOLIDAY/EMERGENCY PAY

All non-exempt employees scheduled or reporting for duty approved by the Warren County Sheriff on the Department's recognized Holiday Schedule or during a County-declared emergency by the Board of Commissioners, shall be paid their appropriated full-time salary rate, or part time hourly rate, in addition to 1.5 times their appropriated salary or part time hourly rate, times the number of hours worked, in an hourly form designated as "Holiday/Overtime Rates".

